



**SPECIAL COMMITTEE OF THE WHOLE
Town Hall – Council Chambers
Tuesday, January 9, 2018**

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Capital Budget Projects
4. Adjournment

CAPITAL INVESTMENT PLAN SUMMARY
2017/2018 TO 2021/2022

<u>DESCRIPTION</u>	<u>GROSS COST</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>
<u>WATER</u>						
-REVENUE		5000	5000	5000	5000	5000
-PROVINCIAL GRANT		0	1666667	0	0	0
-DEBENTURE BOR.		120000	713333	0	0	0
-DEPRECIATION		39200	104200	99200	4200	4200
-SP.RESERVE FUNDS		0	0	0	0	0
-FED GAS TAX		0	0	0	0	0
	2776000	164200	2489200	104200	9200	9200
<u>TOWN GENERAL</u>						
<u>STREETS</u>						
	880000					
-REVENUE		28000	0	36000	0	0
-GRANTS		0	0	0	0	0
-S/R WITHDRAWLS		0	0	0	0	0
-S/R BORROWINGS		56000	80000	0	0	0
-FEDERAL GAS TAX		0	0	110000	125000	0
-DONATIONS		0	0	0	0	0
-DEBENTURE BOR.		0	0	115000	150000	180000
		84000	80000	261000	275000	180000
<u>SIDEWALKS</u>						
	75000					
-REVENUE		0	0	0	0	0
-GRANTS		0	0	0	0	0
-S/R WITHDRAWLS		0	0	0	0	0
-S/R BORROWINGS		0	0	0	0	0
-FED GAS TAX		75,000	0	0	0	0
-DEBENTURE BOR.		0	0	0	0	0
		75000	0	0	0	0
<u>SANITARY SEWERS</u>						
	1364312					
-REVENUE		0	0	0	0	0
-GRANTS		50000	580874	0	0	0
-S/R WITHDRAWLS		8000	0	0	0	0
-S/R BORROWINGS		0	0	0	0	0
-FEDERAL GAS TAX		0	0	0	100000	185000
-DONATIONS		0	0	0	0	0
-DEBENTURE BOR.		25000	290438	0	125000	0
		83000	871312	0	225000	185000
<u>STORM SEWERS</u>						
	380000					
-REVENUE		15000	0	0	0	0
-GRANTS		0	0	0	0	0
-S/R WITHDRAWLS		0	0	0	0	0
-S/R BORROWINGS		0	0	0	0	0
-FEDERAL GAS TAX		250000	0	70000	0	0
-DEBENTURE BOR.		0	0	45000	0	0
		265000	0	115000	0	0

CAPITAL INVESTMENT PLAN SUMMARY 2017/2018 TO 2021/2022

<u>DESCRIPTION</u>	<u>GROSS COST</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>
<u>LAND & BUILDINGS</u>						
	4127700					
-REVENUE		9700	20000	30000	60000	15000
-GRANTS		0	2310000	40000	10000	5000
-S/R WITHDRAWLS		94000	150000	0	0	0
-S/R BORROWINGS		0	0	0	0	0
-DONATIONS		4000	650000	0	0	0
-DEBENTURE BOR.		69500	580500	0	0	80000
		177200	3710500	70000	70000	100000
<u>EQUIPMENT</u>						
	1021000					
-REVENUE		0	0	0	0	0
-GRANTS		0	0	0	0	0
-S/R WITHDRAWLS		23000	12000	0	0	0
-S/R BORROWINGS		56000	35000	0	55000	0
-FEDERAL GAS TAX		0	0	0	0	0
-DONATIONS		0	0	0	0	0
-DEBENTURE BOR.		0	0	720000	0	120000
		79000	47000	720000	55000	120000
-REVENUE		52700	20000	66000	60000	15000
-GRANTS		50000	2890874	40000	10000	5000
-S/R WITHDRAWLS		125000	162000	0	0	0
-S/R BORROWINGS		112000	115000	0	55000	0
-FEDERAL GAS TAX		325,000	0	180,000	225,000	185,000
-DONATIONS		4000	650000	0	0	0
-DEBENTURE BOR.		94500	870938	880000	275000	380000
		7848012	763200	4708812	1166000	585000

**WATER UTILITY
FIVE YEAR CAPITAL INVESTMENT PLAN
2017/2018 TO 2021/2022**

<u>NO.</u>	<u>PROJECT</u>	<u>FUNDING SOURCE</u>	<u>GROSS COST</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>
1	Technology Upgrades (Equipment-Office Furniture & Equip)	REV. GRANT DEB. DEP'N SRF	25000	5000	5000	5000	5000	5000
2	Water Rate Study (Other-Water Rate Study)	REV. GRANT DEB. DEP'N SRF	10000	10000				
3	Reservoir (Structures and Improvements- Distribution Reservoirs)	REV. GRANT DEB. DEP'N SRF FED GAS TAX	2500000	120000	1666667 713333			
4	PRV Upgrade-101 Building (Mains-Distribution)	REV. GRANT DEB. DEP'N SRF	25000	25000				
5	Surge Tank for 101 building (Structures and Improvements- Distribution Reservoirs)	REV. GRANT DEB. DEP'N SRF	60000		60000			
6	PRV Upgrade-Wellfield (Mains-Distribution)	REV. GRANT DEB. DEP'N SRF	25000		25000			
7	Hospital Pumping Station Variable Speed Drives on Pump Controls (Structures and Improvements- Pumping Structures)	REV. GRANT DEB. DEP'N SRF	15000		15000			
8	Replace 6" Water Main Queen Street 450' (Mains-Distribution)	REV. GRANT DEB. DEP'N SRF	95000			95000		

**WATER UTILITY
FIVE YEAR CAPITAL INVESTMENT PLAN
2017/2018 TO 2021/2022**

<u>NO.</u>	<u>PROJECT</u>	<u>FUNDING SOURCE</u>	<u>GROSS COST</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>
9	HYDRANTS INSTALLED (Hydrants)	REV. GRANT DEB. DEP'N	6000	1200	1200	1200	1200	1200
	-PURCHASED (Hydrants)	REV. GRANT DEB. DEP'N	15000	3000	3000	3000	3000	3000
				<hr/>				
	REVENUE			5000	5000	5000	5000	5000
	GRANTS			0	1666667	0	0	0
	DEBENTURES			120000	713333	0	0	0
	DEPRECIATION FUNDS			39200	104200	99200	4200	4200
	SPECIAL RESERVE FUNDS			0	0	0	0	0
	FEDERAL GAS TAX			0	0	0	0	0
				<hr/>				
				2776000	164200	2489200	104200	9200
				<hr/>				

STREETS
CAPITAL INVESTMENT PLAN
2017/2018 TO 2021/2022

<u>NO.</u>	<u>PROJECT</u>	<u>FUNDING</u> <u>SOURCE</u>	<u>GROSS</u> <u>COST</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>
10	Replace Overhead Crosswalk Commercial Street (2)	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	64000	28000		36000		
11	Street Light Conversion Commercial Street 26 lights	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	56000	56000				
12	Repave School Street 2" asphalt (Brook-Bentley) 988' X 20"	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	80000		80000			
13	Queen Street(Rebuild&Repave) 562' x 22' x 3"	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	115000			115000		
14	Rebuild And Repave Taylor Dr 1500' x 33'x 3"	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	110000			110000		
15	Rebuild & Repave Victoria Street (Marshall St-Veterans Lane) 1500'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	150000				150000	
16	Rebuild And Repave Comm St (Marshall-North) 1000'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	180000					180000

**STREETS
CAPITAL INVESTMENT PLAN
2017/2018 TO 2021/2022**

<u>NO.</u>	<u>PROJECT</u>	<u>FUNDING SOURCE</u>	<u>GROSS COST</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>
17	Rebuild & Repave Commercial St (North St north to Brook) 800'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	125000				125000	
				<hr/>				
	REVENUE			28,000	0	36,000	0	0
	GRANTS			0	0	0	0	0
	S/R WITHDRAWLS			0	0	0	0	0
	S/R BORROWINGS			56,000	80,000	0	0	0
	DEBENTURE BORROWINGS			0	0	115,000	150,000	180,000
	FED GAS TAX			0	0	110000	125000	0
	DONATIONS			0	0	0	0	0
	TOTALS			880000	84000	80000	261000	275000
				<hr/>				
				<hr/>				
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**SIDEWALKS
CAPITAL INVESTMENT PLAN
2017/2018 TO 2021/2022**

<u>NO.</u>	<u>PROJECT</u>	<u>FUNDING SOURCE</u>	<u>GROSS COST</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>
18	Repave Sidewalk/Curb 2" asphalt Bridge St to Spring Garden Rd East Side 176' x 8'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	25,000	25000				
19	Repave Sidewalk 2" asphalt School St.(Weaver's Ins-Church) 650'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	5,000	5000				
20	Repave Sidewalk 2" asphalt Gates Avenue-front of High School 299' x 8'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	35,000	35000				
21	Pave Main Street-West 2" asphalt 1000'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	10,000	10000				
				<hr/>				
REVENUE				0	0	0	0	0
GRANTS				0	0	0	0	0
S/R WITHDRAWALS				0	0	0	0	0
S/R BORROWINGS				0	0	0	0	0
DEBENTURE BORROWINGS				0	0	0	0	0
FEDERAL GAS TAX				75,000	0	0	0	0
DONATIONS				0	0	0	0	0
TOTALS				75,000	75000	0	0	0

**SANITARY SEWERS
CAPITAL INVESTMENT PLAN
2017/2018 TO 2021/2022**

<u>NO.</u>	<u>PROJECT</u>	<u>FUNDING SOURCE</u>	<u>GROSS COST</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>
22	Lagoon Ladders	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	8000	8000				
23	Replace 18" Sanitary Main Main St (Bridge St-Queen St)-720' School St (North from Main St)-360' Comm St (North from Main St)-345' Maple Ave (South from Main St)-345' Queen St (North from Main St)-230' 2000'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	946312	50000	580874			
24	Replace 16" Sanitary Main Victoria Street (Marshall St-Veterans Lane) 1500'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	125000				125000	
25	Replace 10" Sanitary Main Commercial Street (North St north to brook) 800'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	100000				100000	
26	Replace 10" Sanitary Main Commercial Street (Marshall St north to North St) 1000'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	185000					185000

REVENUE	0	0	0	0	0
GRANTS	50000	580874	0	0	0
S/R WITHDRAWLS	8000	0	0	0	0
S/R BORROWINGS	0	0	0	0	0
DEBENTURE BORROWINGS	25000	290438	0	125000	0
FEDERAL GAS TAX	0	0	0	100000	185000
DONATIONS	0	0	0	0	0
TOTALS	1364312	83000	871312	0	225000

**STORM SEWERS
CAPITAL INVESTMENT PLAN
2017/2018 TO 2021/2022**

<u>NO.</u>	<u>PROJECT</u>	<u>FUNDING SOURCE</u>	<u>GROSS COST</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>
27	Replace 36" Storm Corner Marshall & King St through to Rotary Park (Includes replacement of Concrete Sidewalk) 1100'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	250000					
				250000				
28	Replace 36" Storm 421 Main Street 150'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	15000	15000				
29	Install 15" Storm Taylor Drive 1123'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	70000					
						70000		
30	Install 8" Storm Queen Street 200'	REV GRANTS S/R WITHD S/R BORR. DEB. FED GAS TAX DONATIONS	45000					
						45000		

REVENUE	15000	0	0	0	0
GRANTS	0	0	0	0	0
S/R WITHDRAWLS	0	0	0	0	0
S/R BORROWINGS	0	0	0	0	0
DEBENTURE BORROWINGS	0	0	45000	0	0
FED GAS TAX	250000	0	70000	0	0
DONATIONS	0	0	0	0	0
TOTALS	380000	265000	0	115000	0

**LAND & BUILDINGS
CAPITAL INVESTMENT PLAN
2017/2018 TO 2021/2022**

<u>NO.</u>	<u>PROJECT</u>	<u>FUNDING SOURCE</u>	<u>GROSS COST</u>	<u>2017/2018</u>	<u>2018/2019</u>	<u>2019/2020</u>	<u>2020/2021</u>	<u>2021/2022</u>
31	Recreation Parks Rotary Park Soccer Field-6500(17/18) Tennis Court Lights-20000 (21/22) Other Riverside Pk Dock-7200 (17/18) Trail Development-30000 (18/19) VIC-70000 (19/20) Signage-40000 (20/21)	REV GRANTS S/R WITHD S/R BORR. DEB. DONATION	173700	9700	20000 10000	30000 40000	30000 10000	15000 5000
32	Community Centre/Fire Hall	REV GRANTS S/R WITHD S/R BORR. DEB. DONATION	3600000			2300000		
				69500	580500	650000		
33	Environmental Site Assessment Phase 3 146 Commercial Street	REV GRANTS S/R WITHD S/R BORR. DEB. DONATION	204000	64000	140000			
34	101 Highway Signs	REV GRANTS S/R WITHD S/R BORR. DEB. DONATION	10000			10000		
35	Reshingle Town Hall 131 Commercial Street	REV GRANTS S/R WITHD S/R BORR. DEB. DONATION	30000	30000				
36	Rosa M Harvey Library Ramp/Walkway	REV GRANTS S/R WITHD S/R BORR. DEB. DONATION	30000				30000	
37	Contribution to Upgrade Swimming Pool Facilities	REV GRANTS S/R WITHD S/R BORR. DEB. DONATION	80000					80000
REVENUE				9700	20000	30000	60000	15000
GRANTS				0	2310000	40000	10000	5000
S/R WITHDRAWLS				94000	150000	0	0	0
S/R BORROWINGS				0	0	0	0	0
DEBENTURE BORROWINGS				69500	580500	0	0	80000
DONATION				4000	650000	0	0	0
TOTALS				4127700	177200	3710500	70000	100000

**EQUIPMENT
CAPITAL INVESTMENT PLAN
2017/2018 TO 2021/2022**

NO.	PROJECT	GROSS COST	FUNDING SOURCE	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022
<u>TOWN GENERAL</u>								
38	Council Chambers Sound System (17/18)	12000	REV GRANTS S/R WITHD S/R BORR. DEB.BORROW FEDERAL GAS TAX DONATIONS		12000			
		12000		0	12000	0	0	0
<u>PUBLIC WORKS</u>								
39	Trackless Snow Blower (17/18)	16000	REV					
40	Trackless Salt Spreader (17/18)	7000	GRANTS					
41	4x4 1/2 Ton (18/19)	35000	S/R WITHD	23000				
42	Dump Truck & Plow (19/20)	120000	S/R BORR.		35000		55000	
43	4x4 1/2 Ton (20/21)	40000	DEB.BORROW			120000		120000
44	Plow & Salt Spreader for 3/4 Ton (20/21)	15000	DONATIONS					
45	Loader & Plow (21/22)	120000						
		353000		23000	35000	120000	55000	120000
<u>FIRE</u>								
46	Air Filling Station & Bottles (17/18)	44000	REV					
47	Pumper Truck (19/20)	600000	GRANTS S/R WITHD S/R BORR. DEB.BORROW DONATIONS	44000		600000		
		644000		44000	0	600000	0	0
<u>ECONOMIC DEVELOPMENT</u>								
<u>RECREATION</u>								
48	Mower & Loader (17/18)	12000	REV GRANTS S/R WITHD S/R BORR. DEB.BORROW DONATIONS	12000				
		12000		12000	0	0	0	0
REVENUE				0	0	0	0	0
GRANTS				0	0	0	0	0
S/R WITHDRAWLS				23000	12000	0	0	0
S/R BORROWINGS				56000	35000	0	55000	0
DEBENTURE BORROWINGS				0	0	720000	0	120000
FEDERAL GAS TAX				0	0	0	0	0
DONATIONS				0	0	0	0	0
TOTALS		1021000		79000	47000	720000	55000	120000



REQUEST FOR DECISION
Build Canada Fund Infrastructure Project
#RFD 002-2018

Date: December 26, 2017	Subject: Build Canada Fund Infrastructure Project
Proposal Attached:	Submitted by: Kim Looyenga, Public Works Director

Proposal:	<p>Determine the exact location infrastructure work is to be completed with grant funding that is already awarded.</p> <p>Option 1 Use the grant funding to extend sewer service to the industrial park and have a lift station installed. We would not be able to obtain grade to have a gravity fed sewer system based on previous survey work completed.</p> <p>Option 2 Replace 1,100 feet of Main Street from Bridge to King Streets, side to side water, sanitary and storm system with sidewalk and asphalt reinstated.</p> <p>Option 3 Leave the plan in place, replace only sanitary on Main Street from Bridge to Queen Streets Main Street (Bridge to Queen) 720' School Street North of Main 360' Commercial Street North of Main 345' Maple Avenue North of Main 345'</p>
Background:	<p>Grant was secured to replace the sanitary sewer line only</p> <ul style="list-style-type: none"> • Main Street (Bridge to Queen) 720' • School Street north of Main 360' • Commercial Street north of Main 345' • Maple Avenue north of Main 345' <p>These areas were selected based on an old engineering study done on the condition of the sanitary sewer condition.</p>
Benefits:	<p>Option 1</p> <ul style="list-style-type: none"> • Would help the fire hall project move forward. • Provide services to the industrial park which would be attractive to potential future businesses.

	<p>Option 2</p> <ul style="list-style-type: none"> • Address all the water, hydrant, sanitary and storm issues on a large portion of Main Street. • Address accessibility issues at the intersection of Commercial Street and Main Street. • Replace the asphalt and sidewalk in the core of town. • Public already expects the work to be completed. • Works within the area applied for, just increasing the scope of work which would be agreeable with the approval committee. • Most comprehensive approach to infrastructure renewal. • In line with Council's priorities for street beautification. <p>Option 3</p> <ul style="list-style-type: none"> • Additional hydrants and valves could purchase to be installed by the Public Works employees. This would greatly assist getting our 26 hydrants back in good order. • Is the original scope of work and no changes would need to be made to the application.
Disadvantages:	<p>Option 1</p> <ul style="list-style-type: none"> • Completely outside of the scope of work the grant was given to address. • New infrastructure is being installed while failing infrastructure is ignored. • The public is expecting Main Street to be worked on. <p>Option 2</p> <ul style="list-style-type: none"> • Will still require work on additional streets including: Commercial Street, Queen Street, Maple Street and School Street. • More expensive than just replacing sanitary sewer. <p>Option 3</p> <ul style="list-style-type: none"> • Ignores failing water lines on Commercial Street, School Street and Queen Street. • Will not correct drainage and storm issues on Queen Street. • Will replace asphalt only to have issues come up later with water and sewer on Commercial, School and Queen Streets.
Options:	
Required Resources:	<p>All options would utilize existing grant funding.</p> <p>Option 1</p> <p>May require additional funding however until a lift station was</p>

	<p>engineered a final number would not be known.</p> <p>Option 2 Initial work would be completed under the original grant. To complete the remaining work on Commercial, School, Queen and Maple an additional \$2,031,500 (rough approximation) for total replacement of water, sanitary, storm, asphalt and sidewalks would need to be invested. Additional grant money would need to be applied for with the assistance of Peter Smith.</p>
Source of Funding:	Build Canada Small Communities Grant
Sustainability Implications: (Environmental, Social, Economic and Cultural)	<p>Option 1</p> <ul style="list-style-type: none"> • Does not address the long term needs of the Town's infrastructure that is currently failing. • Adding new infrastructure and maintenance costs without looking at failing existing water and sewer to existing paying tax payers. <p>Option 2</p> <ul style="list-style-type: none"> • Socially and environmental responsible decision. Addresses four areas of concern, those being water distribution, waste water collection, storm water management, roads and sidewalks. • Addresses long term needs of the town. Will maintain service to existing users. <p>Option 3</p> <ul style="list-style-type: none"> • Addresses the need to replacing failing sanitary system in the core of town. • Have the funding in place to complete the work.
Workplan Implications (now/future):	<p>Option 1 Outside work, minor impact to Public Works department.</p> <p>Option 2 Mostly contracted work but Public Works staff will be installing the additional hydrants that would be purchased to replace unsalvageable existing hydrants.</p> <p>Option 3 Mostly contracted work but Public Works staff will be installing the additional hydrants that would be purchased to replace unsalvageable existing hydrants.</p>

Communication Plan:	Town of Middleton social media, Town Newsletter, press release outlining work to be completed, costs, funding sources, and timeframe.
Staff Comments/ Recommendations:	Option 2 would be the most comprehensive and effective for the long term needs of the town. Would also recommend hiring Peter Smith to consult on the application for additional funding for the lift station and sanitary work for the new fire hall.
CAO's Review/ Comments:	I support the recommendation of the Public Works Director for all of the reasons noted. The work supports the priorities that have been established through the Strategic Priorities Chart of evaluating the Town's services (both current and future) as it relates to water and wastewater and roads/sidewalks conditions, as well as ensuring that the services we offer are cost effective and efficient. Water and wastewater service in our downtown core is a vital part of our service delivery and both residents and businesses have high expectations of this service.

CAO Initials: RLT

Target Decision Date: 15 January 2018

News Release

For immediate release

Government of Canada announces important wastewater improvements in Bridgetown and Middleton

Projects made possible by the New Building Canada Plan

June 23, 2015 – Annapolis County, Nova Scotia – Infrastructure Canada

Greg Kerr, Member of Parliament for West Nova, on behalf of the Honourable Denis Lebel, Minister of Infrastructure, Communities and Intergovernmental Affairs and Minister of the Economic Development Agency of Canada for the Regions of Quebec, today announced federal funding of \$791,527 for wastewater infrastructure improvements in Bridgetown and Middleton through the Small Communities Fund. Mr. Kerr was joined by the Honourable Stephen McNeil, Premier of Nova Scotia, Reg Ritchie, Warden for the Municipality of the County of Annapolis, and Calvin Eddy, Mayor of Middleton.

The Bridgetown project involves separating approximately 900 metres of combined storm and sanitary sewer along Centennial Drive that services 40 households. By taking this step to renew the storm drainage system, Bridgetown is helping ensure that residents benefit from improved wastewater collection and treatment services for years to come.

Middleton will use their funding to replace 610 metres of deteriorated sanitary sewer main and associated lateral pipes on Main Street. Renewing these lines will improve sanitary sewer services for 42 households. Once completed, the project will make wastewater treatment systems in the area more efficient and reduce the potential for overflows.

The projects announced today are among 16 projects approved for more than \$22 million in joint funding under the Small Communities Fund in Nova Scotia. These projects represent important investments in the drinking water and wastewater infrastructure that maintains safe, healthy communities. Once complete, the work will significantly improve key municipal services for residents and help boost regional development for years to come.

The \$1-billion Small Communities Fund provides funding for priority public infrastructure projects that deliver on local needs across the country. Canada and Nova Scotia will each provide \$42,649,416 to support projects in Nova Scotia communities with fewer than 100,000 residents over the course of the funding program. This will help address local infrastructure priorities and boost economies in small communities throughout the province well into the future.

Quick Facts

Bridgetown project

- The Government of Canada will contribute up to one third of the total eligible project costs of \$1,353,271, to a maximum of \$451,090, under the New Building Canada Fund's Provincial-Territorial Infrastructure Component—Small Communities Fund.
- The Government of Nova Scotia will also contribute one third of the project costs up to \$451,090.
- The Municipality of the County of Annapolis will be responsible for the remaining project costs.

Middleton project

- The Government of Canada will contribute up to one third of the total eligible project costs of \$1,021,312, to a maximum of \$340,437, under the New Building Canada Fund's Provincial-Territorial Infrastructure Component—Small Communities Fund.
- The Government of Nova Scotia will also contribute one third of the project costs up to \$340,437.
- The Town of Middleton will be responsible for the remaining project costs.

Small Communities Fund in Nova Scotia

- For the 16 projects altogether, the Government of Canada is providing up to one third of the total eligible costs to a maximum federal contribution of \$7,542,215.
- The Province of Nova Scotia will contribute up to \$7,542,215 to these projects.

Contacts:

Vincent Rabault
Press Secretary
Office of the Minister of Infrastructure, Communities and Intergovernmental Affairs and
Minister of the Economic Development Agency of Canada for the Regions of Quebec
613-943-1838

Lori Errington
Media Relations Advisor
Province of Nova Scotia
Phone: 902-424-6792
Lori.Errington@novascotia.ca

Infrastructure Canada
613-960-9251
Toll free: 1-877-250-7154
media@infcc.gc.ca
Follow us on Twitter at [@INFC_eng](https://twitter.com/INFC_eng)

Town of Middleton Fire Station

New Fire Station Proposal

11/24/2015

Eagle Project Management Inc.

Peter Smith



(Samples for discussion)

Thank you for the opportunity to provide the services required to develop and construct a new fire station in the Town of Middleton. First let me start by saying our initial meeting of November 17, 2015 was very insightful, positive and created very positive open discussion.

There are several steps in obtaining the monetary contributions let alone the physical construction. Let's start with the obvious collection of the monetary values needed to construct the physical asset.

Monetary:

1. Several hours of internet searching and phone calls to the local industry, indicate the average 4-6 bay fire station (similar to the photographs on the title page) is estimated at \$ 2.9 to 3.5 million dollars. The variables on the price range are contributed to land development and physical attributes within the properties.
2. The Town of Middleton needs to agree on the physical attributes of the new fire station as they determine the monetary contribution required. The average \$ 3 million estimate is based on 60-65' apparatus bays x 4, station washrooms and changing rooms on bottom floor, reception and radio/dispatch on bottom floor. All other fire services areas plus common space for 150 people plus the galley kitchen and common washrooms are located on the upper floor.
 - a. It is highly recommended a hydraulic elevator be installed to service the upper floor common room, retired services members and the general public. A premium of \$ 80-100,000. The elevator will provide a greater level of flexibility and rental and internal opportunities. (only required on a 2 storey or larger building)
3. It is also recommended that the physical structure be of concrete or masonry which have an extended life normally of 60 years or greater whereas steel, wood or metal structures life expectancy is 35-40 years. A premium today of approximately 5% for concrete structure.
4. An option to construct a fire station similar to the Berwick station was also discussed. This option (Berwick Fire Station) is posted on the web at 3.4 million dollars plus land development (value not posted). The Berwick fire station is included on the photographic images on the covering page however contains 6 bays, being larger than the first image Fire Station # 60. FS Berwick with 6 apparatus bays is a single storey primarily wood structure. On line web searching indicates the funding was 90% external (Federal, Provincial and Municipal- equal splits), plus 8% Town of Berwick plus 2% Lions Club and general public fund raising.

Eagle Project Management will provide the following information and steps towards obtaining the financial contributions required.

1. Potential sources of financial contribution (shared percentage or other shared value)
 - a. Federal Initiatives
 - b. Provincial Funding
 - c. Municipal funding
 - d. Town of Middleton
 - e. Public and other resources
2. Business case to obtain funding from the various sources
3. Development agreement
 - a. Town of Middleton approvals
 - b. Regulatory approvals (land development- DOE, etc.)

The general process for new construction is as follows.

1. Environmental assessment- existing or vacant land- DOE requirement.
2. Conceptual drawings
3. Conceptual estimate
4. Development agreement- Town of Middleton Building Inspection
5. Engineering
 - a. Civil- site stability, site services, geotechnical
 - b. Structural, mechanical and electrical
6. Construction drawings and details (architectural)
7. Excavation and physical construction
8. Project management and verification
9. Develop preventative maintenance program
10. Deficiencies and warranty reviews

To facilitate the development process Eagle Project Management Inc. (EPM) proposes the following stages and costing. Cost estimates follow these “stage” narratives.

Stage 1 -Attributes

1. Develop site specific criteria with the Town of Middleton, which site, entry and exit points, physical land size and localize attributes (utilities and services).
2. Fire service details, site details, station details, community space details, wants/needs criteria. Conceptual appearance agreement.
3. Obtain signed Project Charter agreement (Town of Middleton and EPM) of the final development details- land and structure- creates baselines moving forward with designs.

Stage 2- Development

1. Complete the civil engineering and geotechnical reports of the physical land and services.
2. Complete the environmental site assessment and obtain DOE clearance.
3. Construct the development agreement and obtain Town of Middleton building inspection agreement based on conceptual details (square feet, physical foot print, physical height, entry/exit points, etc.)
4. Tender (RFP process) for conceptual design and conceptual estimates. (required for business case and external funding)

Stage 3- Funding

1. Develop business case in cooperation with the Town of Middleton
2. Influence and obtain Municipal support and funding- Town of Middleton as the lead as you would have these contacts and continued discussions on other business opportunities. Obtaining this funding and support first will be a positive influence for other external government funding levels.
3. Business case “fine tuning” for Federal and provincial funding. A Joint effort with EPM and the Town of Middleton
4. Obtain project funding.

Stage 4- Design

1. Finalize conceptual design into construction documents
2. Finalize contractor/builder- sign contract.
3. Obtain insurance, bonding and contract security of general contractor/builder.
4. Establish authorities for the project. Signing and change order authority.
5. Establish Town of Middleton involvement, reporting criteria, and construction and payment schedules.

Stage 5- Construction

1. Construct new fire station
2. Project and quality management
3. As built documentation and preventative maintenance programs
4. Deficiencies and warranty reviews
5. Final acceptance and closure of the project
6. Long term enjoyment of the new facility

Schedules and cost estimates

** Schedules are estimates based on normal processes and may require adjustments pending approvals at each stage.

** Estimates (1) are for Eagle Project Management Inc. services only plus applicable tax

** General estimates (2) have been provided for each trade/discipline based on average cost within the industry. These are subject to change based on finalising development criteria.

** Trades, engineering, architectural, civil, design, development and construction cost, and any other development cost, to be paid by the Town of Middleton. EPM will review invoices for compliance with agreed development criteria and contracts and forward to the town for processing and payments.

Stage 1 –Attributes

Schedule = 1 month

Estimate 1 EPM = \$ 6,500.00

Stage 2- Development

Schedule = 4 months

Estimate 1 EPM (includes development agreement and tender RFP) = \$ 23,900.00

Estimate 2 Geotechnical and civil = ** average cost \$ 65-90,000 (EPM designs scope and submits to Town for tender posting. Reviews submissions make recommendations and discussions/meetings with Town-EPM cost included in estimate 1)

Estimate 3 Environmental site assessments = ** average \$ 12-15,000 (EPM designs scope and submits to Town for tender posting. Reviews submissions make recommendations and discussions/meetings with Town- EPM cost included in estimate 1)

Stage 3- Funding

Schedule = 3-4 months

Estimate 1 EPM = \$ 8,600.00

Estimate 2- Town of Middleton = Unknown

Stage 4- Design

Schedule = 4 months

Estimate 1 EPM (coordination of all activities, liaison with contractor and Town of Middleton, quality reviews and criteria, specifications and details development = \$ 22,300

Estimate 2 based on RFP process, acceptance and award. Design details average 3-4%, based on \$ 3 million project = \$ 90,000 to \$ 120,000 architectural design cost-award RFP process.

Estimate 3 Engineering- structural, electrical and mechanical generally average 4% total of a project = \$ 120,000

** Generally we can combine the architectural with engineering and save money if we invite the proper firms on the RFP process. To be discussed- design/build option for example.

Stage 5- Construction

Schedule = 8 months

Estimate 1 EPM (project management, quality reviews and inspections, Town of Middleton coordination and acceptance, as built drawings, preventative maintenance programs, deficiency and warranty reviews and operational acceptance.

** EPM= 5% of total construction value + expenses (to be determined and pre-agreed values, average expenses \$ 5,500/project of this general scope and value estimates)

Conclusion

Eagle Project Management Inc. is a full service project management company specializing in design and development opportunities and we greatly appreciate the offer to work with you on this new fire station project with the Town of Middleton.

As we progress through the process of development and design there will be several emails, communications and face to face meetings required to ensure we are all striving forth in a common positive direction. To ensure consistency we prefer a single point of contact both with ourselves and with the Town of Middleton. In our initial meeting Ms. Rachel Turner with the Town of Middleton and myself Mr. Peter Smith with Eagle Project Management Inc., were identified to lead this exciting business development and construction activity.

Working together on our past business opportunities between the Town and EPM developed a very positive and professional respect for each other. This new business adventure will ultimately bring a positive and rewarding outcome that we, and the Town of Middleton, will greatly appreciate and enjoy for years to come.

We do understand this might be overwhelming to some people in some of the areas for discussion. This is also why I placed the project into stages so we can focus on one stage, complete it and move forward. Too many projects try to accomplish the finished product without spending the time establishing the criteria and attributes. This is a timely process but ultimately a unique cost saving process and very productive process for the ultimate builder and Town of Middleton. The more information we can provide the designer and builder, the easier and quicker the actual project will progress. We want to reduce potential change orders which always cost more than if we planned the details.

The Town of Middleton needs to commit the funding levels to advance the project. What I have found on line is that all external funding partners want descriptive information, a visual and a cost estimate. To achieve this we need to design it, agree to it, tender it (with stipulations "subject to funding approvals"), package it and present it with the proper submission forms and business case before external funding will be considered by the various funding agents.

I/we also like to use local content where possible. One of our discussions will be related to any local or municipal contractors/service providers you would like to invite during these stages and processes.

When we receive the initial project approval I will be sending a long list of clarification items which need Town decisions. This will include the fire services, community room, general space areas and others. Of course I can meet you at any time to review and discuss at your convenience. As always please contact me at anytime to discuss this opportunity or any others.

Again thank you.

Peter Smith, RPA, PMP

President

Eagle Project Management Inc.

Town of Middleton

New Fire Station

4/3/2016

Eagle Project Management Inc.

Peter Smith



1.0 Objective

- Replace the existing fire station and community hall building with a new fire hall facility.

2.0 History

- The existing building is in poor condition both structurally and architecturally. The roofing system is failing, the structural supports are deflecting, the ventilation and electrical systems are in poor condition and the entire structure is undersized for the Town of Middleton services and requirements. (See EPM Building Condition Report dated June 3, 2015 and the CBCL report dated December 2009- attached)
- The original fire station was constructed in 1950 (66 years old) with a smaller addition (community center) in the late 1970's (approx. 46 years old).
- The current structure does not contain proper washroom facilities, no fire fighter showers or changing facilities, all areas are overcrowded and not functional. There are several safety concerns for the fire fighters, restrictive working conditions, improper storage of equipment and products. There is no vehicle exhaust system, no fire separation between fire vehicles and staff areas, no smoke detection or sprinkler systems.
- The fire fighting apparatus (vehicles primarily) have doubled in size over the years since original building construction. They are much wider, longer and larger in height. Today the vehicles are double stacked in the service bays causing several operational and safety concerns.
- The property does not meet National Codes, Standards, Policies or Acts pertaining to structures for fire station use.

3.0 Goals

- To construct a modern facility meeting the current Town of Middleton service requirements and future needs.
- To be cost effective in construction and operational efficiencies
- To be ecstastically pleasing and acceptable to the Town of Middleton
- To construct a facility with flexibility and future growth considerations
- To involve the fire department, Town Council and the residents in the planning process
- To obtain Provincial, Federal and Municipal funding

3.1 Goals response

3.1.1 Modern facility

- a. Modern construction today needs to consider several factors including but not limited to the physical size, location and access to service delivery, provide proper and desired service, is flexible for changing needs, is cost effective to construct and

operate. The structure will require engineering and shall meet all codes, standards and practices governing at the time of construction.

- b. The structure shall consider products and services meeting or exceeding Conserve Nova Scotia standards as a minimum.
- c. The structure shall meet the current need, house the fire apparatus and create a safe working environment.

3.1.2 Cost effective

Two main factors

A. The building

1. Long term viability requires the usage of brick/stone or other concrete/masonry based products which are extremely durable, long lasting, and flexible in designs and details. These products are considered more favourable for long term investments. Fire stations designs should consider a 40 year life cycle as a minimum. Wood based exteriors, vinyl products and other similar construction products and generally 3-6% less expensive initially however the life span is much less and normally 25-35 year life cycle is considered reasonable. Brick/stone/concrete structures normal life expectancy is 50-60 years.
2. Utilizing stone/brick or concrete with exterior wall thermal values of R20 or better and single ply roofing systems with thermal R values of R40 or better have great advantages. The increased wall and roof R values greatly influence and reduce operational cost both heating and cooling. The use of exterior stone based products reduces exterior maintenance and long term cost. The use of Low E Argon filled window products again adds greatly to reducing operational cost with a normal life expectancy of 40- 50 years for these products. Single ply roof membranes with a granulated slope for water and snow run off reduce the potential of roof leaks and extensive maintenance cost.
3. Construction Class D cost estimates have been noted within this project report.

B. Operational

1. Efficiencies need to be considered during the design stage which when implemented create operational cost savings. Examples of these savings can be recognized through solar heat systems, geothermal heating and cooling, heat pumps, in floor heating systems, roof/skylights for natural lighting, ventilation systems which use a portion of the recycled air to preheat incoming air and subsequently reduce heating coil operations, commercial grade

vinyl flooring which is easy to clean with mild detergents and other products considered energy efficient and long life cycles.

2. Recommendations and considerations

- a. Geothermal, cost effective to operated, however can be very costly to install, requires extensive engineering and does have maintenance factors. A large facility, staff occupied 40 hours per week over a 40 year period, the ROI will be sufficiently recognized. The Town of Middleton fire station will not have this same notable ROI because of the typical operational hours and use of the facility.
- b. Heat pumps show great reductions in operational cost while increase occupant comfort. They are highly recognized by Conserve Nova Scotia and other industry leaders and recommended for this application.
- c. Include properly sized and located windows including skylights to obtain maximum natural lighting will reduce operational heating and lighting cost.
- d. Utilizing a white single ply roof membrane compared to the standard torch on black asphalt polymer roofing systems, will reduce UV absorption and therefore reduce the cooling load demands.
- e. Using auto/off lighting, 24/7 programmable thermostats and heat/cooling load balancing will provide the greatest levels of comfort with the least operational cost.
- f. Connecting the large bay doors to auto off switching when the doors are open, will temporarily turn off heating and ventilation systems while the doors are open reducing extensive heat and cooling loss when doors are open.

3.1.3 The “look”

- 3.1.3.1 There are examples of recently constructed fire stations throughout Nova Scotia and other Provinces which were previously presented and reviewed by the Town. The Town Of Middleton has agreed on this photo presentation or similar modern facility as the baseline.



Halifax # 60 Fire Station, Nova Scotia

4.1 Town and Community involvement

4.1 The Town of Middleton Council and a dedicated team of community members will act as advisors and guidance throughout the entire process. The third party project manager (Eagle Project Management- EPM) will ensure constant communications and descriptive details are presented for discussion and decision before moving forward at each project phase. EPM will request a single point of contact to direct questions and comments to ensure proper distribution to all team members. Town Council maintains all levels of project approval unless otherwise agreed.

4.2 There are several key points within a project where decisions will need to be made by the team. They include funding approvals, design approvals, delivery methods (tendering, sole source etc.), site location, design consultant approvals, contractors, detailing during construction and final acceptance. There will be several other points of discussion throughout the process.

5.0 Funding

5.1.1 Levels of Funding

- Government of Canada
 - New Building Canada Plan- Infrastructure. Canada's Economic Action Plan
- The Province of Nova Scotia Infrastructure Stimulus Fund
- The Municipality of Annapolis County
- The Town of Middleton

5.1.2 Historically, noted web based information on recently constructed fire stations, the funding has been equally split (1/3rd each) between the Federal, Provincial and Municipal government bodies. The physical Town/City funding covers all administration, tender preparations, purchasing of the property (if not already owned by the Town/City); installation of all utilities to the property boundaries, furnishings and fire fighter tools, equipment and apparatus. The Town/City

generally arranges and pays for the geotechnical portion for the desired property. This information will be required prior to design as the structural engineer will need analytical results, soil composition and compaction testing information for structural engineering designs (footings and foundations).

- 5.1.3 Actual funding will need to be based on received tenders. It is suggested that the Town of Middleton start the discussion process with each of your funding contacts to determine any official process or paper work required by the individual parties. It is also suggested that you receive a letter of intent from each funding authority to ensure support for the project and a commitment from the funding sectors. I/we do not want to encumber cost to establish tendering, nor mislead the construction industry with our approach, if there is no financial support for the project. I am sure you agree.
- 5.1.4 Each funding department will have a process to obtain and transfer the funding to the Town of Middleton. Each department will require specific paper work and agreements. Each department will also likely want to know the Town of Middleton financial and administrative commitments to the project. In all cases Eagle Project Management will work with/on behalf of the Town to complete all applications and documentations as required.
- 5.1.5 Conserve NS and NS Power can offer “greening the environment” rebates for new construction. This application needs to be completed prior to construction start. Rebates of \$ 20,000 and more can be obtained, and have been obtained, based on energy efficient designs and standards. These will be identified within our tender specifications and can be discussed in greater detail.

6.0 Cost Estimates (Class D)

6.1 Class D estimates are based on normal construction practices for a facility of this size and use. These estimates will need adjustments during design stages and tendering as development details are finalized. The new construction size recommendation is detailed in the attached floor plan sketches. The tender to obtain design services and construction will include a section on cost control and identification.

6.2 We want to make sure they are not designing something that exceeds budget. It is best to issue all available guidelines within the tender. i.e.: the site location, recommendations on design standards, recommendations on room sizes, building physical attributes and budget range to name a few. We will also identify security measures for the Town including bid bonding, performance bonding, payment schedules, property insurance, contractor responsibilities, inspections and other control mechanisms to protect the Town of Middleton investment.

6.3 Town of Middleton new fire station 15,000- 17,000 sq. Ft. including community center for 100-150 people.

6.4 Cost efficiencies can be obtained through/via

- a. “design-build” process
- b. Combining like services i.e.: structural, electrical and mechanical engineering
- c. Locating the structure where utilities are easily accessible
- d. Locating the structure on stable undisturbed property
- e. Obtaining competitive tendering bids from reputable companies
- f. Others TBD

Cost estimates do not include any Town requirements, staffing or associated cost, insurance, bonding or financing or any other Town cost associated with this project.

Purchase site (not identified to date)	\$0.00 assumed Town owned
Site works- geotechnical and excavation	\$ 40,000
Site works- utilities (water, sewer, storm, power)	\$ 170,000
Design and engineering	\$ 85,000
Project management	\$ 125,000
Structural/architectural	\$ 2,300,000
Mechanical including solar and heat pumps	\$ 350,000
Electrical including LAN/Tel and generator	\$ 250,000
Sub Total:	\$ 3,320,000
Contingency 7%	\$ 234,400.00
Total: \$ plus applicable tax	\$ 3,552,400.00

7.0 Cost Comparisons

7.1 Town of Berwick

- 7.1.1 Posted on the web, 15,000 square feet, constructed 2008, 6 apparatus bays, 50 fire fighters, community centre for 150 people, energy efficient geothermal and solar, single storey construction \$ 2,660,000.00



7.2 City of Halifax Fire Station 65 Tantallon

- 7.2.1 Posted on the web, 13,000 sq. Ft, constructed 2011, 2 storey, ultra modern, no community center, large training room, 44 fire fighters, 4 apparatus bays, solar and geothermal systems, \$ 2,900,000



7.3 City of Halifax Fire Station 60 Herring Cove

- 7.3.1 Same design and size as Tantallon, constructed by same contractor during same time period. \$ 2,810,000. Cost variance attributed to site conditions and utility installs.

8.0 Project Overview- New fire services facility

- The new structure is proposed to be a 2 storey modern facility with 4 fire service bays similar to the Halifax Fire Stations # 60 and 65
- To contain washroom and locker space for 45-50 fire fighters (25% female, 75% male).
- To contain an emergency generator, sprinkler and operational space/storage areas.
- To create sufficient space to properly store and service the fire services apparatus, products and equipment for the Town of Middleton.

8.1 Design consideration Main floor (hydraulic elevator servicing both floors)

- 8.1.1 4 apparatus vehicle bay doors (12'(w) x14' (h))
- 8.1.2 Ladies and men's shower, washroom and changing areas
- 8.1.3 Tools and maintenance area
- 8.1.4 SCBA refill and storage area
- 8.1.5 Laundry facilities
- 8.1.6 Club room
- 8.1.7 Base building services, electrical, mechanical and generator

8.2 Design consideration Upper floor

- 8.2.1 Office for Chief
- 8.2.2 Radio communications
- 8.2.3 Exercise/gym space
- 8.2.4 Training room
- 8.2.5 Community centre (100-150 occupancy)
- 8.2.6 Community centre washrooms
- 8.2.7 Commercial kitchen for community centre and fire fighter staff

8.3 Design consideration Base building

8.3.1 Structure

8.3.2 Precast concrete or similar exterior walls

8.3.3 Perimeter walls R20 insulating values

8.3.4 R40 roof insulation

8.3.5 Single ply roofing membrane

8.3.6 Low E, argon filled exterior windows and door systems

8.3.7 Skylights in service bays for natural lighting

8.4 Generator c/w internal fuel storage tank to ensure a minimum 72 hours operations at full demand (100% building capacity). The community centre is vital during emergency weather conditions and is used frequently by town residents.

8.4.1 Fire emergency services require 24/7 operations

8.5 Central heating and cooling ventilation system integrated with solar collection for hot water heating. To be considered but may not be a priority when considering staff hours of operations- ROI to be reviewed.

8.6 Heat pump operations (pre-heat and cool central ventilation) for all space areas to ensure levels of comfort and maximum operational efficiencies.

8.7 Water saver toilets, showers and urinal facilities meeting or exceeding Conserve Nova Scotia standards.

8.8 Rapid start daylight fluorescent lighting system c/w parabolic lens to ensure maximum lighting with lowest possible cost. Fixtures to meet or exceed Conserve Nova Scotia standards.

8.9 Smooth finished and sealed concrete floors on lower level apparatus bays to reduce cleaning and operational cost.

8.10 Commercial grade vinyl flooring on upper level to ensure long term durability and reduced cleaning/operational cost.

8.11 Central, programmable heating and ventilation controls

8.12 Central, programmable security systems

8.13 Asphalt paved parking area to accommodate 75 vehicles (public, residents and fire fighters)

8.14 Concrete entrance and turn areas for firefighting apparatus/vehicles.

8.15 Signage and identification

9.0 Schedules- typical industry timeframes

Tender document preparations	4 weeks
Tendering period- NS Procurement posting	3-5 weeks
Tender review and acceptance period	3-5 weeks
Design- architectural, structural, mechanical, electrical	6-8 weeks
Site works excavation, storm, sewer, water, utilities	3 weeks
Physical construction	12 weeks
Finishing and deficiencies	4 weeks
Total timeframe	35-41 weeks
	(8-10 months)**

** Schedule influences: site conditions, weather impacts, engineering delays, tender response delays, Town of Middleton final decisions, financial contributions

10.0 Next Steps

1. Obtain letters of intent- funding
2. Obtain geotechnical information on property
3. Develop tender ready specifications

11.0 Letters of Intent/funding

The Town of Middleton professional and business relationships with the various funding bodies' needs to be activated and the discussions to begin to ensure the project can move forward.

The funding commitment is critical and should be secured in writing from each respective. If there is any paper work which needs completion by any funding body, we will work with you at no additional cost to ensure the process is completed properly. Any additional information not included within this report and required for funding approval, please identify and we will provide.

12.0 Obtaining geotechnical information

Generally this is a not a great cost and after talking to local contractors it is generally between \$ 6-10,000 for a full technical report. The report requires soil core drilling, analytical testing, compaction testing and historic background research of the property. This information, in particular the soil composition, will be a mandatory requirement of the structural engineer.

It is our suggestion this process be completed prior to tendering for a design architect and other construction trades. Not including this portion of work within design tender documents will add 6 weeks of work to the schedule, delay the project start and depending on the soil analysis could greatly impact (change) the total design cost. The designer could be looking for a large change order before we start any construction. The more details we issue, the more solid price we will receive with little variation and change recommendations. Less changes = less cost

The Town needs to finalize a location for the new fire hall. When the Town identifies potential locations please forward them to us. We will walk each site, check background and neighboring sites and make recommendations, no additional cost from EPM.

13.0 Develop tender ready specifications

We will need the following information before starting the next phase of work- tender ready specifications.

- Agreed property location for the new fire station
- Agreed physical size of the building
- Agreed amenities within the building
- Agreed heating and cooling systems- i.e.: heat pumps, geothermal, solar, propane and others
- Geotechnical information
- Any Town of Middleton design criteria
- Town of Middleton standard tendering policies, documents, standards, insurances, bonding or others which should be considered and included within the tender specifications.
- Any additional information the Town of Middleton wants to include in the public tender information. Also any information they do not want included.

Conclusion

Eagle Project Management Inc. will generate a proposal for the tender ready documentation at a later date and under separate cover. I would require 3 weeks to generate the tender ready RFP.

We specialize in design build construction, project and construction management and at any phase or point within any documentation, during site development or physical construction, please ask questions. Information should be understandable and clear in our documentation and correspondence, within our processes and the physical works. If any ambiguity please identify so that we can clarify, obtain consensus and approvals to move your project forward professionally.

We are very excited to be your project manager for this development and have truly enjoyed our working relationship. If you have any comments or questions please ask at any time.

Thank you

Peter Smith, RPA, PMP

President

Eagle Project Management Inc.

902-229-7558

Email: eaglepm@ns.sympatico.ca

Appendix

- A Town of Middleton boundary map
- B Proposed floors plans/sketches new fire hall ground floor and upper floor
- C Eagle Project Management Inc. Facilities assessment dated June 2015
- D CBCL facilities condition report dated December 2009