

I. April 7, 2015 - Draft Geotechnical Report by Blackmore & Associates.

A report on the subsurface conditions, and a geotechnical analysis of test borings and laboratory results for the purpose of producing recommendations for soil stabilization and preparation for a proposed 2,000SF terrace to span the west side of the Narberth Community Building, construction to include steps, railings, lighting, receptacles and underground rainwater piping. Proposed construction is slab on grade.

Recommended partial removal of fill material and densification in place of remaining fill as economically more viable than replacing all fill material with structural fill.

Cost of investigations (including boring) and report: \$4,616.50

The report was completed and submitted several months *prior* to a redesign of the terrace which appears, based on cost, to have been extensive. It is not clear whether the geotechnical recommendations themselves would need to be updated in any way in view of the subsequent design revisions.

II. August 19, 2015 – Bid Set for Terrace Addition for Narberth Community Building by Brawer & Hauptman Architects.

An 11-page drawing set including site & drainage plans, and power & lighting plans. In addition to plan, section, elevation and detail views of the terrace itself, the drawing set also contains structural notes and details, and plans for soil removal and a retaining wall. The plan set also contains some alternates, one for construction of a door to replace the center west side Community Building window, and one for an alternate form of structural pier and footer.

The structural engineer for the project is Yerkes Associates. The cost of their services to Brawer & Hauptman is presumably included in the total Brawer & Hauptman billings. Invoices were not provided as part of the FOIA response; rather a Borough-produced spreadsheet summarizing expenses by vendor was produced.

The billings for Brawer & Hauptman’s services span from October of 2012 to March of 2016. By category, these billings are:

Terrace Design Fees	\$9,260.55
Revisions to Design and Drawings	\$13,531.88
Architectural Services	\$3,843.26
TOTAL	\$26,635.69

Although there are construction documents revisions billed in March 2016, the only set of construction drawings provided in response to the FOIA request is this set from August 19, 2015, which contains no revisions notes. It is not clear whether this Bid Set represents the last and final set of revisions to the terrace plans or not.

The first \$9,260.55 billed prior to the revisions which were made in the middle of 2015 was presumably for an earlier and – judging by the substantial cost of the design and drawing revisions (\$13,531.88) – a very different design. No drawing sets were produced in response to the FOIA request that show what those earlier designs were or clarify what sort of work was performed prior to the mid-2015 revisions. It is therefore unclear what the first design was like, or why it was revised so extensively.

III. September 2015 Request for Bids for Narberth Community Building Terrace Addition.

A 65-page document that is a fairly standard bid form setting forth general conditions, instructions to bidders, special conditions.

None of the bids received in response to the Borough’s Request for Bid was produced in response to the FOIA request.

IV. Minutes from 2012 Borough Council Caucus and Business Meetings.

A summary of those meetings at which anything related to the terrace or the somewhat related Windsor Avenue greening project is separately attached.

No minutes from other years were produced. It is unclear whether the terrace has never been discussed at any Council or Caucus meetings other than 2012.

No notes of any Planning Committee or other committee meetings were produced to elucidate the design process and decisions made along the way.

V. Spreadsheet of Community Building Terrace Expenses by Vendor.

It is not known who created this spreadsheet. It summarizes expenses by the following vendors:

1. Brawer & Hauptman Architects
2. Corcoran Drilling
3. Blackmore & Associates
4. Pennoni & Associates
5. Kelley Electric
6. Yerkes Associates (review fees; not engineering)
7. Preservation Tree

As noted elsewhere, no invoices or other more detailed supporting documentation of the activities billed was produced in response to the FOIA request.

Vendors 1-3 are architectural and geotechnical billings that are discussed in greater detail above.

Of the remaining vendor billings, the \$3,272.50 to Pennoni & Association is for "Services re Community Building Terrace." No detail or explanation of these services is provided. Kelley Electric was paid \$2,775.00 for "Electrical work required for terrace." It is unclear whether this actually related to the proposed construction or is an expense for general electrical work on the terrace. It would be surprising to undertake electrical work when no contract for construction had yet been signed.

The last expense is \$3,810.00 to Preservation Tree for the removal and stump grinding of Windsor Avenue tree(s). It is not clear whether these trees would have been removed had there never been a terrace project proposed, and, if not, why the removal would have taken place even before any contractor had submitted an acceptable bid to construct the terrace.

Assuming that all items listed on the spreadsheet are related directly to the proposed terrace construction (including electrical and tree services), the total to date figure given by the Borough is \$41,543.76.

There is no item on the spreadsheet for structural engineering services from Keast and Hood, although they are referenced in Caucus and Council meeting minutes.