
Memorandum

Date: June 30, 2022

To: Christina Speers – City of Brantford

From: John E. Pepper – jpepper@rpla.ca

Brantford Police Facility Renewal – Furniture, Fittings and Equipment

File: RPL 21-08-Brantford

This report has been prepared to identify furniture and equipment that would be needed upon completion of the construction work (which would need to be included in the project budget), as opposed to that which would or could be gradually replaced over time as part of a BPS operational budget. Many organizations have, for example, a program to regularly replace chairs as they reach the end of their service life.

To address budget challenges we propose the following:

- The project budget includes only furniture and equipment that will be needed upon completion.
- Existing furniture is used as far as possible in newly-planned areas for each group. Over time, as staff numbers increase, these get replaced over time as part of an ongoing furniture replacement plan (furniture workstations may be smaller than current to accommodate the projected future numbers in the planned space). This would require a detailed furniture inventory and condition assessment. Some furniture may not be suitable for continued use.
- New furniture will be identified for spaces that don't exist now, such as the second classroom, communications training space, common meeting rooms and some offices for positions that don't have them now.
- Requirements for 'special' furniture be clarified now, such as communications consoles – new or additional consoles be will required. Duplicate consoles may be required during the switchover period?
- Needs for new police equipment that should be included in the project be identified now (e.g. drying cabinets or other FIS equipment that the service doesn't have now) compared to new equipment that could be purchased over time. Again, we would assume that BPS has some sort of replacement or upgrade plan budgeted for equipment.
- Needs for upgraded communications and telephony equipment. We believe this has already been considered for future BPS budget requests and that a tender for new equipment has been issued.

Upon agreement with the above points, RPL Architects can start to prepare a list of furniture and equipment that would need to be included in the project budget. This would take some time before an estimated cost could be prepared (and would require an on-site furniture inventory and

condition assessment), but could be included in a high-level Class C cost estimate at the conclusion of Schematic Design.

We would suggest that with the above strategy that around 50% of the total future furniture and equipment costs be carried in the project budget now. The rest would be covered over time as the organization grows and items are replaced. A total FF&E budget for a building of this scope and size could be in the order of 8-10% of the construction cost, or around \$3 million. This could be less if a substantial portion of the existing furniture could be re-used. With the strategy outlined above, a budget sum in the order of \$1.5 million might suffice. An appropriate contingency should be carried to allow from variations from this preliminary estimate.