

City of Framingham 5 Year Capital Improvement Program FY2026-FY2030
Capital Project Request Form for FY2026 Projects

FY2026 Project requests must meet the definition of a Capital Project

A capital project is a major, nonrecurring expenditure that meets one or more of the following criteria:

_____ The capital improvement is a tangible asset or project estimated to cost over \$25,000 and to have or to extend five or more years of useful life.

_____ The community would legally be allowed to borrow for the expense under M.G.L. c. 44, § 7 and M.G.L. c. 44, § 8.

_____ The expenditure is for real property acquisitions, construction, and long-life capital equipment.

_____ The project is for improvements to physical infrastructure (e.g., streets, sidewalks, and stormwater drains) and renovations of existing capital items that extend their useful lifespans.

The purchase or long-term capital lease is for vehicles or heavy equipment that have an expected useful life of 5 or more years.

_____ The expenditure is to pay for the planning, engineering, or design services required for a construction or renewal project that itself qualifies as a capital expenditure.

_____ The purchase is for bulk purchases of similar items, like software, furniture, or radios with an expected useful life of three or more years that, when aggregated, have total costs exceeding \$25,000.

Project Name Purchase 2 vehicles for Public Health department

Project Status _____

Department Public Health

Project Lead Name Bill Murphy

Email address wmurphy@framinghamma.gov Phone 508-532-5468

Project Fiscal Year FY2026 Department Priority # 1

Priority - Select the appropriate priority level based on the definitions below:

_____ Urgent - addresses an imminent risk to the safety of the public or municipal personnel, and/or prevents the imminent destruction or collapse of public infrastructure or loss of assets.

High - necessary to ensure consistent, level service for the upcoming fiscal year. This priority type includes systems that are likely to fail, e.g., replacement of old or worn-out equipment, dramatically rehabilitate aging facilities, or facilitate a department's ability to meet increased service demands.

_____ Moderate - either replaces assets that have outlived their useful life, enhances a benefit to the community over and above the existing level of service, results in cost savings or other efficiencies, or directly supports the community's economic base by increasing property values.

_____ Low - provides additions or improvements to services or programs having social, cultural, historic, economic, or aesthetic value, but does not require immediate approval and implementation.

Physical location/address of project/equipment

188 Concord Street

Project Status - Select the appropriate priority level based on the definitions below:

New - first time submission

Recurring - a routine project that must be completed annually or periodically, such as upgrading a pumping station's infrastructure or rehabilitating athletic fields.

Resubmission - a project was submitted in a previous year but not approved.

Revision/Upgrade to Previous Project - the scope of this project has changed or requires additional resources.

Project Financing

Estimated Project Cost –Enter the estimated cost of the project or asset. You are required to attach any quotes or other documentation to support the cost.

Amount Requested \$ \$72,508.10

Life Expectancy - provide the number of years the asset is expected to last 10 years

Estimated timeframe to complete project or to receive asset - in months or years, estimate the duration of the project or the timeframe for delivery of equipment or asset. For example, if a new ambulance requires a build out and delivery time of 1 year, enter 1 year. 1 year

Estimated date for completion or delivery July 1st, 2025

Timeframe - Additional Explanation

We currently have 3 operable public health vehicles and one on loan from the Inspectional Service department. 4 cars for 5 inspectors.

Two PH vehicles have been removed from the roads, the most recently in June 2024, a 2012 Ford Fusion, due to rust.

Proposed Funding Sources - Provide (if applicable) any potential grants, donations, or other available funds to supplement the regular financing of capital projects and assets. Attach documentation of possible grant opportunities, along with the community's funding requirements for acceptance. Describe and provide documentation for available discounts or cost reductions, such as trade in value.

Bond General Fund

Bond Enterprise Fund

Free Cash/Retained Earnings

____ CPA

____ Grant

____ Other Type of Loan

____ Other

____ Matching Requirements

Additional explanation/information related to funding source(s)

Project Description

Provide a basic description of the proposed project or equipment purchase, including:

- Location (if a building)
- Type of building
- Intended use(s)
- Whether land acquisition will be necessary (if a building)
- Discussion of primary cost drivers
- Stakeholders involved
- Narrative description of qualification for specific funding source (e.g., grants, CPA)

Two 2025 Ford Escape Hybrids

Project Justification

Provide justification for the project. Highlight the specific benefits that will directly result from completing the project. These details may depend on the chosen priority level and purpose. For instance, if the priority level is “Moderate” and purpose is “Service Enhancement,” describe any and all new benefits the project offers, including any cost savings or efficiencies. Additionally, state how the project will benefit community and administrative stakeholders and explain any negative impacts or potential consequences of not approving the project. This information is particularly important for projects classified as “Urgent/Compliance with Law” and “Ensure Public Safety”.

Vehicles are primarily utilized by our public health inspectors to inspect, food establishments, housing units, camps, pools
We were juggling 3 cars for the 5 inspectors until one was lent to us by inspectional services. Department efficiency is directly related
to our ability to respond by vehicular travel. More concerning is 2 of the 3 operable PH cars are 12 and 13 years old respectively.
We need reliable functional fleet of 5 cars at all times.

If project is phased over several years indicate how many phases are complete N/A

Which phase of project is requested? _____

Purpose of Project - check all that apply and include detail on what is being replaced or requested as new

Replace existing infrastructure _____

Replace existing capital asset _____

Replace existing vehicle **Replace 2 vehicles** _____

Replace existing equipment _____

New infrastructure _____

New capital asset _____

New vehicle _____

New equipment _____

Strategic/Comprehensive/Master Plan _____

Project Type - check all that apply

Land acquisition _____

Planning/Feasibility Study _____

Design _____

Construction _____

Equipment _____

Vehicle _____

Contingency _____

Other _____

Asset Type

Land

Municipal Building

School Building

Water/Sewer Infrastructure

- Roadway Infrastructure
- Traffic/Streetlight Infrastructure/Equipment
- Waterway/Beach
- Recreation Trail
- Bridge
- Park/Playground/Athletic Field
- Vehicle
- Equipment
- Software/Technology
- Refuge/Recycling Center
- Other _____

Project Community Impact

Health & Safety
Mandated inspections to meet many State and local codes

Education

Aesthetics/Historic preservation

Environmental sustainability

Economic development

Cultural/Recreational opportunity

Service Improvement

Level Service Maintenance

Impact to Operating/Enterprise Budgets - explain the project's temporary and/or long-term impact on the operating budget. For example, capital construction projects can result in increased operating costs. Costs may increase during the project's duration (e.g., increased use of one building while another is demolished and reconstructed) or be longer lasting, such as new a building resulting in increased utility costs or the hiring of additional maintenance personnel.

Increase/Decrease to Personnel \$ _____

Explanation _____

Increase/Decrease to Operating \$ ¹⁰⁰⁰ _____

Explanation More fuel efficiency and less maintenance and repair

Additional Information

Checklist for completion

FY2026 Project Request PDF file includes form, updated vendor memos/quote/pricing, photos.

Save each FY2026 project request as separate PDF file (Department name/Project Name) to T Drive/Finance/CIP 26-30/Department Folder



Quote

#QUO1317

10/9/2024

McGovern MHQ Inc

401 ELM STREET
MARLBOROUGH MA 01752
United States

Bill To

FRAMINGHAM DPW
100 WESTERN AVE
FRAMINGHAM MA 01702
United States

Ship To

FRAMINGHAM DPW
100 WESTERN AVE
FRAMINGHAM MA 01702
United States

Sales Rep	PO #	Memo	Expected Ready Date
Gregory Keith		2025 ESCAPE HYBRID - PUBLIC HEALTH	

VIN	Make	Model	Color
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Quantity	Item	Description	Contract ID	Rate	Amount
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Description

VEHICLE

1	U9N	2025 FORD ESCAPE ST-LINE SELECT	MAPC		\$33,665.00
1	AZ	Star White Metallic Tri-Coat	MAPC	\$995.00	\$985.05
1	NEW ITEM	99Z - ENGINE: 2.5L IVCT ATKINSON CYCLE I-4 HYBRID	MAPC		\$0.00
1	NEW ITEM	445 - TRANSMISSION: eCVT	MAPC	\$0.00	\$0.00
1	NEW ITEM	400A - EQUIPMENT GROUP 700A	MAPC	\$0.00	\$0.00
1	NEW ITEM	HM - EBONY HEATED VINYL/CLOTH FRONT SPORT CONTOUR BUCKET SEATS	MAPC		\$0.00

VEHICLE SUB

CONTRACT EQUIP

1	4417191	FLOOR LINER, FRONT 21-23 ESCAPE HYBRID	MAPC	\$141.00	\$141.00
1	4416072	FLOOR MAT 2ND ROW 2020+ ESCAPE HYBRID	MAPC	\$110.00	\$110.00
1	NEW ITEM	94840 - VENT VISORS - 4 DOORS	MAPC	\$111.00	\$111.00
2	IONA	ION LIGHT AMBER - MOUNTED ON GRILL	MAPC	\$250.00	\$500.00
2	IONA	ION LIGHT AMBER - MOUNTED ON REAR LICENSE PLATE BRACKET	MAPC	\$250.00	\$500.00
1	IONBKT1	ION LICENSE PLATE BKT HORIZ.	MAPC	\$50.00	\$50.00





Quote

#QUO1317

10/9/2024

Quantity	Item	Description	Contract ID	Rate	Amount
1	SHOP SUPPLIES	WIRING AND SHOP SUPPLIES	MAPC	\$60.00	\$60.00
1	DELIVERY FEE	DELIVERY VEHICLE TO FRAMINGHAM, MA	MAPC	\$132.00	\$132.00
NON CONTRACT EQUIP					
	Description	WARRANTY: BASIC 3 YEARS/36,000 MILES DRIVETRAIN 5 YEARS/60,000 MILES CORROSION 5 YEARS/UNLIMITED MILES HYBRID/ELEC COMPONENTS 8 YEARS/100,000 MILES ROADSIDE ASSISTANCE 5 YEARS/60,000 MILES			
				Subtotal	\$36,254.05
				Tax (0%)	\$0.00
				Total	\$36,254.05

TERMS AND CONDITIONS

Custom or Special Orders are Non-Refundable. This Quote is for Budgetary Purposes and is Not a Guarantee of Cost for Services. Quote is based on Current Information from the Client about the Project Requirements. Actual Cost may change once Project Elements are finalized. Trade value is subject to change based on time, mileage, and condition of the Vehicle at turn-in

ORDER ACKNOWLEDGEMENT

By signing this document you are agreeing to the above terms and conditions of this order from McGovern MHQ, Inc.

Print Name

Title

Signature

