PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: July 11, 2022	Time: 7:00 PM	Location: Zoom Cloud Meeting

Attendance PPBC Members:	Present: Stuart Chandler, Richard Creem, Lynne Deninger, George Kent, Irwin Silverstein, Gene Voloshin Absent: Roy Schifilliti	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Sr. Project Manager)	
User Representatives:	John Schlittler	Police Chief, Public Safety Complex/FS2 Rep.
	Anne Gulati	School Finance Director, Emery Grover Rep.
	Barry Dulong	Building Maintenance Div. Director, Ridge Hill Rep
	Tim McDonald	Director of Health & Human Services
Other Attendees:	Deborah Robinson	Bargmann Hendrie & Archetype
	David Billings	Hill International
	Doug Murray	Hill International
	Joshua Levy	Finance Committee Chair
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on July 6, 2022, as a:

Virtual Meeting on Zoom Cloud Meetings

Meeting ID # 88414728107

https://us02web.zoom.us/j/88414728107

with the following instructions:
To view and participate in this virtual meeting on your computer, at the above date and time, go to www.zoom.us, click "Join a Meeting" and enter the Meeting ID: 884-1472-8107 Or join the meeting at link: https://us02web.zoom.us/j/88414728107

A. Approval of Minutes

The Committee reviewed the minutes from the June 27, 2022 PPBC meeting. Mr. Creem made a motion that the Committee approve the minutes as presented. Mr. Silverstein seconded the motion. The motion was then voted upon and approved 5 yeas - 0 nays – 0 abstain.

B. Public Safety Complex & Fire Station 2

John Schlittler (Police Chief) and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. The shelving for the police department has not arrived. The VAV box installation for the upstairs lobby area is scheduled for next week.

An updated quote for the Welcome to Needham sign has been received in the amount of $8,740. Mr. Creem noted that a few of the organizations (the Needham Business Association and the Lions Club) listed on the old sign may no longer exist. The Chamber of Commerce may want to have their name on the list. Mr. Creem has notified the current president of the Exchange Club and believes they will reach out to the various groups. Mr. Chandler noted that there should be a sign-off of the final design. The groups need to be identified, a location identified, the signed ordered, installed and paid for. Mr. Haff noted that if the sign is being placed somewhere other than the original place at Fire Station 2 or is larger, then it may need to go back to the Design Review Board. The discussion will be tabled until all facts are known.

Mr. Sargent reviewed the anticipated cost log (ACL) which totals $290,793. The current contingency balance is about $53,000.

Mr. Chandler made a motion that the Committee approve the following requisition for payment:

Consigli Construction	Req. #42 June 2022	$ 105,562.89

Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following invoices for payment:

Kaestle Boos Associates	June 2022 Services	$ 3,125.00

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously – 7 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following invoices for payment:

Needham Police	Details 6/17	$ 384.00
Mechanical & Pump Serv.	Pump Service call	$ 889.50
Rist Frost Shumway	Commissioning PSC May 2022	$ 2,298.25
Rist Frost Shumway	Commissioning PSC June 2022	$ 2,377.00

Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following Tech invoices for payment:

New Era Technology	Wilson Pro cell boost system	$ 13,463.48
ENE Systems	Graphics for RTU	$ 1,296.00

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously – 7 yeas - 0 nays – 0 abstain.

Documents: Agenda, Req., Invoices, Anticipated Cost Log, Photos

C. <u>Emery Grover Building / Hillside</u>

Anne Gulati (School Finance Director), Deborah Robinson (BH+A), Barry Dulong (DPW), David Billings, Doug Murray (Hill International) and Ken Sargent, Hank Haff (BDCD) attended the meeting remotely.

Mr. Billings reviewed the cost estimate summary based on the 60% design development drawings. The average reconciled Construction total cost estimate is $16,302,674. The March average reconciled Construction total cost estimate was $14,737,545. The increase in construction costs is $1,585,220. Mr. Billings reports that significant price escalation is being seen in construction. The soft costs have also increased by approximately $180,000.

Mr. Haff reported the total estimate with soft costs is $25,330,000 with a 20% contingency and $24,700,000 with a 17% contingency. Currently the project has $20,875,000 in funding, a shortfall of $4,455,000. Based on these numbers additional funding of $3.825M to $4.455M is proposed.

Ms. Deninger confirmed that supply chain issues continue, and contractors are busy and are pricing jobs higher. Mr. Kent would not want to decrease the contingency at this time. The contingency covers surprises during demolition and construction.

There have not been any changes in scope or building area. The increases are due to a better understanding of the design through refinement of the design, cost escalation in the construction marketplace and supply chain issues.

The Town Manager and School Superintendent would like to have a Chairs meeting in early August to discuss the current cost estimate.

The Hillside School renovation started last week. The electrician and sprinkler sub are on site. The electrical panels were expected to be available in August and that has been changed to November. The wires can be pulled to empty boxes until the panels arrive.

School administration move to Hillside is anticipated to occur over the December holiday vacation week.

Several general and sub-contractors have requested the prequalification RFQ. The due date for submissions is July 21st. The project is scheduled to go out to bid September 1st, with filed sub bids due on September 22nd and GC bids due back by October 6th for review by PPBC on October 11th, prior to STM on October 24th. The GC award is anticipated in early November.

Documents: Cost Estimate Summary, Project cost summary

D. <u>Future Studies & Projects</u>

Anne Gulati (School Finance Director), Barry Dulong (DPW), Tim McDonald (Director of Health & Human Services) and Hank Haff (BDCD) attended the meeting remotely.

The Ridge Hill Demolition project will be rebid in September. An additional $225,000 will be requested in a warrant article that will be submitted for the October Special Town Meeting.

Mr. Haff indicated that once the Jack Cogswell building receives the permanent Certificate of Occupancy the project can be closed out. We are still waiting for the DPU approval of two arrays on a single site. The Solar PV PPA project will be handled by the Building Maintenance Division.

The Pollard Locker room project is in design development. Bids should be received by December 2022. The project could be awarded in January 2023 with construction anticipated during the summer of 2023. Mr. Dulong indicated that the Building Maintenance Division has the capacity to handle this project. They are anticipate hiring another project manager.

Mr. Chandler made a motion to hand the Pollard Locker Room project over to the Building Maintenance Division for completion. Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

The Town Finance Director will be completing his financial analysis for the School Master Plan this summer. After Labor Day a Chairs meeting will be convened. A Statement of Interest (SOI) could be submitted to the MSBA in January 2023 for the first project if a direction forward is decided.

The School Theatre Sound and Lighting study RFQ had no responses on June 30th with an architect as the lead. The architect who looked at the RFQ did not submit qualifications because they felt there wasn't enough scope for them. The RFQ will be reissued in August with a sound & light consultant as the lead. An architect , MEP engineer and other consultants will be part of the team. A designer will be selected in September.

The RTU replacement at Eliot and Broadmeadow and the CATH Space Utilization study RFQ will be available this week on July 14th. Qualifications will be due on August 11th. Mr. Dulong, Mr. Kent and Mr. Haff will be on the sub-committee to review the qualifications for the RTU project. Mr. Dulong and Ms. Gulati will be the user representatives on PPBC. Mr. Silverstein, Mr. McDonald, and Mr. Sargent will be on the sub-committee to review the qualifications for the CATH project.

The library is currently completing a strategic plan. It would be beneficial to have that plan in hand before conducting the Library Space Utilization study. The RFQ will be available after the Special Town Meeting.

Carys Lustig, Director of Public Works, and Tom Ryder, Town Engineer, are anticipated to be on the sub-committee to review the DPW Master Plan update RFQ submissions. Ms. Lustig and Mr. Ryder will be the user representatives on the PPBC. The RFQ will be available after the Special Town Meeting.

Documents: Timeline

E. <u>Adjournment</u>

The meeting was adjourned at 8:49 PM.
The next PPBC meeting is scheduled for Monday, June 27, 2022, at 7:30 PM, as a Virtual Meeting on Zoom Cloud Meetings.

These minutes are intended to convey the content of the discussions at the Committee meeting. If no comments are received by the next meeting, they will go to file as part of the permanent Committee record.