PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: February 12, 2024	Time: 7:30 PM	Location: Zoom

Attendance PPBC Members:	Present: Richard Creem, Stuart Chandler, Lynne Deninger, George Kent, Irwin Silverstein (all remote) Absent: Roy Schifilliti	
BDCD Staff:	Hank Haff (Director) Ken Sargent (Senior Project Manager)	
User Representatives:	Michael Greis	School Committee, Emery Grover & SMP Rep.
	Anne Gulati	School Finance Director, Emery Grover, RTU & SMP Rep.
	Barry Dulong	Bldg. Maint. Dir., RTU Replacement & DPW Study Rep.
	Shane Mark	DPW Assistant Director, DPW Study Rep.
	LeeAnn Sutton	Fine & Performing Arts Dir., Sound & Light Rep.
	Demetri Kyriakis	Acting Library Director, Library Space Study Rep.
Other Attendees:	Deborah Robinson	Bargmann Hendrie + Archetype
	Don Walter	Dore + Whittier Architects
	Michele Rogers	Dore + Whittier Architects
	Jason Boone	Dore + Whittier Architects
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on February 8, 2024, as a:

Remote Meeting on Zoom Cloud Meetings

Meeting ID # 88414728107

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

A. Approval of Minutes

The Committee reviewed the minutes from the January 8, 2024 PPBC meeting. Mr. Chandler made a motion that the Committee approve the minutes as presented. Mr. Kent seconded the motion. The motion was then voted upon and approved 5 yeas - 0 nays – 0 abstain.

B. Emery Grover Building / Hillside

Michael Greis (School Committee), Anne Gulati (School Finance Director), Deborah Robinson (BH+A), Ken Sargent and Hank Haff (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. The roof work is substantially complete as is the metal trim at the north dormer. The wall framing on the first and second floor is substantially complete. The wall framing on the lower level and third floor is ongoing. The MEP rough in is ongoing. The loading dock is complete. The elevator work is ongoing.

The chimney brick repairs are substantially complete. The roof valley copper installation and roof slate

It is anticipated that the substantial completion of the project will be pushed out two to three months due to the unforeseen brick repair work.

The anticipated cost log was reviewed, and the total amount is currently $163,422. Pricing on several items has not yet been received. The remaining contingency amount is $551,610.

If additional funds were needed the Committee could ask for Reserve Funds from the Finance Committee. At this time, Mr. Sargent is optimistic that additional funds will not be needed. A rebate is expected from Eversource, and these funds might be able to be used for project costs if needed.

Mr. Creem made a motion that the Committee approve the following change order for three adds:

M. O'Connor Contracting	CO#11	$	39,388.45

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

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

M. O'Connor Contracting	Req. #14 thru Jan. 2024	$	611,791.06

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

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

Bargmann Hendrie + Archetype	Dec. 2023 Serv.	$	19,008.95

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

Mr. Creem made a motion that the Committee approve the following invoice for payment:

UTS of Mass.	Dec. 2023 Services	$	300.00
UTS of Mass.	Jan. 2024 Services	$	780.00

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

Documents: Agenda, Invoices, Updated Budget, Photos

C. <u>RTU Replacement at Broadmeadow and Eliot Schools</u>

Anne Gulati (School Finance Director), Barry Dulong (BMD), Hank Haff and Ken Sargent (BDCD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. Enterprise Equipment is planning to do additional work over the February and April vacations in preparation for the summer 2024 RTU installation.

Work on the Broadmeadow RTU replacement construction documents is ongoing. 75% construction documents should be done by Friday. The 75% cost estimate and reconciliation process will start soon after. After the cost estimate reconciliation, it will be known whether the air source heat pumps can be included in the bid documents or included as an add alternate. The schedule was reviewed.

Hill International is preparing the Prequalification RFQ for the General Contractor/HVAC which will be available on February 15th and due on February 29th. The prequalification subcommittee needs to be appointed. Mr. Haff suggested Ken Sargent (BDCD), David Billing (Hill International), Barry Dulong (BMD) and Louie Vieira (GGD) be on the subcommittee. The results of the prequalification process will be brought to the Committee for approval.

It is anticipated that the bid documents will be available in April with Bids due in mid-May to be presented to the PPBC on May 20th for award by June 1st in order to procure the long lead items.

Mr. Creem moved that the below will be on the prequalification subcommittee:
Ken Sargent (BDCD), David Billing (Hill International), Barry Dulong (BMD) and Louie Vieira (GGD). Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

It is hoped that the Broadmeadow bids will come in below the estimate like the Eliot bids . Material costs are not decreasing in price. There may not be enough money to include the air source heat pumps. Ground mounted air source system instead of roof mounted is being looked at. There is about a $500,000 cost difference to add the ASHP.

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

Enterprise Equipment Co., Inc.	Req. #3 thru Jan. 2024	$ 4,750.00

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

Mr. Creem made a motion that the Committee approve the following invoice for payment:

GGD Consulting Engineers	Dec. 2023 Eliot Services	$ 20,000.00
GGD Consulting Engineers	Dec. 2023 BM Services	$ 4,698.14

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

Mr. Creem made a motion that the Committee approve the following invoice for payment:

NV5	Dec/Jan Services	$ 361.00

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

Documents: Invoices

D. Pollard Middle School

Michael Greis (School Committee), Anne Gulati (School Finance Director), Don Walter, Michele Rogers, Jason Boone (D+W) and Hank Haff (BDCD) attended the meeting remotely.

Pollard Middle School was invited into the Eligibility Period. The Eligibility Period lasts up to 270 days and officially commences for Needham on May 1st. Mr. Haff hopes to submit the required documents earlier than that with a goal of 90 days.

The MSBA requires a School Building Committee which would include the PPBC members, two user agency representatives and then perhaps some non-voting members. The requirements will be clarified. Some of the documents required to be submitted during the Eligibility period are an educational profile, enrollment projections, maintenance and capital planning. The School Committee has started working on the educational profile and enrollment projections. The BD&CD has started gathering the information needed and will coordinate with the Building Maintenance Division and School Department.

MSBA legal counsel and Town Counsel are reviewing the warrant article language.

Funds for the Feasibility Study were included in the FY2025 Budget and may be voted on at the May 2024 Annual Town Meeting. If the Feasibility Study / Schematic Design phase can be completed during 2024-5construction funds can then be requested at the Fall 2026 Special Town Meeting with an override vote in November 2026.

Mr. Haff is recommending the Committee consider applying to the Office of the Inspector General for a Construction Manager at Risk (CMR) delivery method. It is a complicated project with the site being occupied during construction, site logistics and it will require several phases of construction. A CMR would help the Town understand the logistical aspects of construction on site. The complexities of the project cannot be addressed with traditional design, bid, build method.

The cost for the Feasibility Study/Schematic Design has been adjusted to $2.75M from $3.9M. The estimated construction cost of the project is $274,348,000.

The BD&CD requested another full-time Senior Project Manager. The Town Manager is recommending that the position be funded 25% through the department budget and 75% through the Feasibility Study appropriation.

Documents: Cost Estimate, Schedule, MSBA Designer & OPM Fees for Middle School Projects

E. <u>Capital Improvement Plan FY2025</u>

Mr. Haff reviewed the School Theater Renovation schedule. The School Department is trying to move forward with the second Safety and Compliance (SAC2) Phase. They will be funding the design and will be asking for additional design and construction funds in a warrant article for the May 2024 ATM. There is significant interest from the School Theater program and the Community Theater group in having the project go forward and to expedite other phases of the Theater System Upgrades (TSU) at Newman, NHS & Pollard

Town Counsel reviewed the design RFQ and indicated that a professional services supplement (PSS) to Hewshott International for additional design services can be issued as an extension to the original contract.

There will be an article in the May 2024 ATM warrant for Library Improvements - Phase 1 for the Teen & Tween area design funds for schematic design through construction documents. Utile Inc. will be asked to submit a proposal. It is hoped that bids will be in hand for the construction fund request at the May 2025 ATM.

The selected DPW Complex - Option 4 was reviewed. Design funds of $2.3M for the DPW Complex- Phase One will be requested at the May 2024 ATM with the anticipation of having bids in hand by the October 2025 STM for construction funds. . The estimated cost for Phase I construction is in the $15M to $17M range with cost escalation.

F. Other Business

Mr. Creem reported that the application process is still open for a new PPBC member with a construction background. It is hoped that more diverse candidates will show interest. There is an architect that is interested. Ms. Deninger sent out several notices to contractors for the position on LinkedIn but there has been no interest to date from her efforts.

Mr. Creem noted that the proposed meeting date of April 22 was changed to Wednesday, April 24th and may be an in-person meeting. Ms. Copley will see if a meeting room is available at the PSAB or Town Hall.

G. Adjournment

Mr. Chandler made a motion to adjourn at 9:04 PM. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 5 yeas - 0 nays – 0 abstain.

The next PPBC meeting is scheduled for Monday, February 26, 2024, at 7:30 PM, 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.