

PERMANENT PUBLIC BUILDING COMMITTEE
TOWN OF NEEDHAM
MINUTES OF MEETING

Date: August 8, 2016

Time: 7:30 PM

Location: Library

Attendance

PPBC Members: Present: George Kent, Stuart Chandler, Paul Salamone, Roy Schifilliti,
Irwin Silverstein
Absent: Natasha Espada, Peter Schneider

Steve Popper (Director of Design and Construction
Hank Haff (Sr. Project Manager)
Mike Retzky (Project Manager)

User Representatives: Heidi Black School Committee, Hillside Rep., H.S. Rep.
Matt Borelli Selectman, Memorial Park Rep.
Kate Fitzpatrick Town Manager, DPW Study Rep.
Rick Merson DPW Director, DPW Study Rep.
Dennis Condon Fire Chief, Police/Fire Stations Rep.
John Schlittler Police Chief, Police/Fire Stations Rep.

Other Attendees: Dan Gutekanst School Superintendent
Mike Richard Weston & Sampson
Jeff Albertini Weston & Sampson
Mike McKeon Kaestle Boos Associates
David McKinley Kaestle Boos Associates

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the July 11th PPBC meeting. Mr. Schifilliti made a motion that the Committee approve the minutes. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

B. High School Cafeteria Expansion

Heidi Black (School Committee), Dan Gutekanst (School Superintendent) and Cal Olson (DRA) attended the meeting.

Mr. Haff reported on the progress of the project. The Contractor is making great progress. The temporary window closures have been replaced with glass. Plastering and painting is in progress. The soffit is complete and the ceiling grid is installed.

The rough data cable was pulled today. The balance of the gypsum board is up and work is ongoing.

The Committee reviewed CO #6 from Paul J. Rogan Co., Inc. in the amount of \$25,030.00. The change order is comprised of five items; add segmental wall and enlarge terrace, site electrical repair, add fire resistive access panel at vestibule, masonry cleaning and increase sprinkler feed. The CO was reviewed and approved by the Architect, Mr. Popper and Mr. Haff. Mr. Kent made a motion that the Committee approve CO #6. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The schedule is tight and the Contractor is working on Saturdays. The substantial completion goal is August 24th. The landscape work and railing installation will occur after substantial completion. The site work, with the exception of landscape, is expected to be completed before receiving the Temporary Certificate of Occupancy. The planting will occur later in the fall when weather conditions are more favorable.

The Committee reviewed Payment Requisition #7 from Paul J. Rogan Co., Inc. in the amount of \$575,553.28 for work thru August 5, 2016. They are at 74% completion. The requisition was reviewed and approved by the Architect and Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Haff reported that Engineered Solutions, Inc. sent in a proposal in answer to a request for mechanical commissioning services. They have done work for the Town on several occasions. Mr. Kent made a motion for the Committee to award Engineered Solutions, Inc. the contract not to exceed \$9,000.00 for mechanical commissioning services. Ms. Black seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from UTS of Massachusetts in the amount of \$730.00 for testing services. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Drummey Rosane Anderson Architects in the amount of \$4,555.00 for services thru July 2016. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Whalley Computer in the amount of \$6,470.97 for Ethernet expansion modules within the Technology budget. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The anticipated cost log has items that total \$20,000.00. The contingency balance is in the amount of \$366,570.31.

Handouts: Photos, CO #6, Payment App #7, updated schedule, anticipated cost log, budget update

C. High School Classroom Expansion Study

Heidi Black (School Committee) and Dan Gutekanst (School Superintendent) attended the meeting.

The RFQ for the project had been emailed to the Committee members. It was briefly reviewed. A task force was put together to study the needs of the High School. Funds were appropriated at the May 2016 Annual Town Meeting in the amount of \$65,000.00. The object is to relieve current overcrowding and to anticipate future student population growth.

The RFQ will be available on August 24 and qualifications are due on September 21st. The PPBC will short list the submissions on September 26th. Interviews are scheduled for the October 17 PPBC meeting if needed. The study is to be finished by June 20, 2017. The designer's fee is being proposed at a not to exceed amount of \$60,000.00.

The last study looked at classroom space and did not look at alternative educational programming or space. The additional bricks & mortar solution was expensive and controversial. This study will examine potential technological solutions that may reduce the need to construct new classrooms. It may be possible to use administrative spaces as classrooms and build interior space for administrative space staying within the envelope of the school.

Mr. Gutekanst indicated that the expansion needs are necessary due to current overcrowding and should be done as soon as possible. He is not sure that the expansion of classrooms can be exclusively achieved internally. The administrative and library spaces will be studied for potential reconfiguration.

Mr. Kent stated that some members of the task force did not believe the McKibben Study student population figures. Mr. Gutekanst indicated that the demographer is continuing their analysis.

Any comments regarding the RFQ should be sent to Mr. Haff as soon as possible.

D. Hillside School – Central Ave Remediation and Demolition

Heidi Black (School Committee) attended the meeting.

The bids for the site demolition work were received on August 3rd. The budget is very tight and all of the buildings cannot be taken down. In order to take down as many buildings as possible Dore & Whittier have revised the amount and allocation of their PSS 7r. They have agreed to reduce the amount of the PSS by a total amount of \$22,070, from \$113,970 to \$91,900. The services that have been removed from the scope can be delayed to the Design Development phase and requested when funding becomes available. A portion of the \$91,900, \$31,900 can be moved from the Owens Purchase/Demolition account into the other Design Services account to unencumber funds in the Owens Purchase/Demolition account. With the PSS reduction and reallocation a total of \$387,000 is then available for the

demolition of several of the buildings on the Owen's site. The Committee agreed to this readjustment of Dore & Whittier Architects PSS #7r.

The lowest bidder, Green Environmental, submitted an incomplete package. Ramco Survey Stake Co., Inc. did submit a letter of protest regarding this incomplete bid. Town Counsel recommended accepting the bid of the second highest bidder, Ramco Survey Stake Co., Inc. Mr. Kent stated that the Committee should go forward with the second lowest bidder since the low bid was not in compliance with what was asked for in the bid documents and all of the other bidders were in compliance.

The second lowest bid, accepting deduct alternates 1, 2, 3 & 4, comes to \$363,000. This will leave \$24,000 for contingency to be available for any additional work. Houses at 609, 603 and 597 Central Avenue as well as 45 Sunset Road would remain to be demolished as part of the new school project.

Mr. Kent made a motion that the Committee go forward with Ramco Survey Stake Co., Inc. as the general contractor for the building demolition project. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Kent made a motion that the Committee accept Deduct Alternates 1, 2, 3 & 4 which brings the total of the contract with Ramco Survey Stake Co., Inc. to \$363,000. Ms. Black seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of \$27,405.93 for services thru July 2016. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from ProjectDog in the amount of \$550.00 for the e-bid fee for the site demolition bidding. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Bid results & Highlighted site plan

E. Memorial Park Building & Grounds Feasibility Study

Matt Borelli (Selectman) attended the meeting.

Mr. Retzky reviewed the RFQ for design services that was sent out to the Committee. In essence it carries a scope for programming that is similar to the existing building program. The RFQ will be available on August 10th and due on September 1st. A short list will be done on September 12th and interviews will be scheduled for September 26th. The report will be due in April 2017. The fee will be \$45,000.

The Memorial Park Trustees will be welcome to attend the PPBC meetings.

F. DPW Feasibility Study

Kate Fitzpatrick (Town Manager), Rick Merson (DPW Director), Jeff Albertini and Mike Richard (Weston & Sampson) attended the meeting.

Mr. Albertini reviewed the progress to date. He reviewed the preferred alternative of the L shaped drive thru building at the current DPW site. Part of the building would have two floors. Comments from the working group and the Committee have been incorporated into the plans. The RTS was determined to not be a recommended site primarily due to the necessity to spread the facility across a large distance.

The fuel tank would be removed from its underground position and will be an above ground moveable tank. The moveable above ground fuel tank would be temporarily located across from the old salt shed and could be moved if a school were to be built on that site in the future.

Seasonal storage, which will not fit within the reconfigured current DPW site, may be possible on Parcel 74 which also may serve as temporary quarters during the Fire Station #2 renovation/reconstruction.

Weston & Sampson reviewed the proposed project phasing plan options. Phase I would relocate the fuel tanks and build two buildings while still using the current garage. Phase II would include construction of the garage portion of the facility. Phase III would include remove/reuse of the new six bay garage. It would also include adding on the vehicle/equipment maintenance, wash bay and work shop. They are working on the design to show how the new buildings will look at Dedham Ave and Parcel 74.

The next steps are to receive agreement from the PPBC and the user groups, assemble the final report and issue the final report on September 12th. The PPBC meeting on September 12th would be targeted as a public presentation of the project.

The Committee reviewed an invoice from Weston & Sampson in the amount of \$5,600.00 for services thru July 2016. The invoice was reviewed and approved by Mr. Popper. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Merson seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: None

G. St. Mary Street Pump Stations

Rick Merson (DPW Director) attended the meeting.

The Committee reviewed an invoice from L.G. Copley Associates in the amount of \$750.00 for sound evaluation of the generators after the silencers were installed. The invoice was reviewed and approved by Mr. Popper. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

H. Police & Fire Stations Feasibility Study

John Schlittler (Police Chief), Dennis Condon (Fire Chief), Mike McKeon and David McKinley (Kaestle Boos) attended the meeting.

Mr. McKeon reported on the progress of the project with the anticipated programming needs. The police and fire headquarters will go from the existing 31,673 square feet to 56,780 square feet. Mr. McKeon reviewed the progress of the programming and building configuration in a power point presentation. They are suggesting phased construction at the Police Headquarters and Fire Station #1 with the fire headquarters and the dispatch area being built first and leaving the police station and most of the existing fire station intact. The second phase would be to move the fire department and dispatch into the newly built space and then move the police out to a temporary space off site. The existing building (Police & Fire) would be demolished and the new police headquarters would be built.

Fire Station #2 has an existing square footage of 9,570. The new proposed building with the anticipated programming needs would have 21,160 square feet. The fire station personnel and equipment would need to be housed in temporary space, because the new building must be constructed at the same location as the existing station.

Handouts: Power Point presentation

I. Adjournment

The meeting was adjourned at 10:28 PM.
The next PPBC meeting will be on Monday, August 22, 2016 at 7:30 PM, at the Library, Community Room.

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.