PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: April 12, 2017	Time: 7:30 PM	Location: Town Hall

Attendance

PPBC Members:	Present: George Kent, Stuart Chandler, Richard Creem, Natasha Espada, Irwin Silverstein, Gene Voloshin Absent: Roy Schifilliti	
PFDC Staff:	Steve Popper (Director of Design and Construction Hank Haff (Sr. Project Manager) Mike Retzky (Project Manager) Steve Gentile (Project Manager)	
User Representatives:	Bill Topham	Memorial Park Trustee, Memorial Park Rep.
	Matt Toolan	Park & Rec Commission, Rosemary Rep.
	Patty Carey	Park & Rec Department, Rosemary Rep.
	Sue Neckes	School Committee, Hillside Rep.
	Rick Merson	Dept. of Public Works, Fuel Island Rep.
Other Attendees:	Mark Meche	Winter Street Architects
	Dana Weeder	Winter Street Architects
	Tom Scarlata	Bargmann Hendrie +Archetype
	Jeff Alberti	Weston & Sampson Engineers
	John Connelly	Finance Committee
	David DiCicco	Park & Recreation Commission
	Chuck Mangine	Memorial Park Trustees
Minutes prepared by:	Hank Haff	Sr. Project Manager

A. Memorial Park Feasibility Study

Bill Topham and Chuck Mangine (Memorial Park Trustee) attended the meeting. Mark Meche and Dana Weeder (WSA) attended and presented at the meeting.

The Architects presented a PowerPoint slide show that included a feasibility study summary including: existing building conditions report, building program (11,200sf), preliminary site plan with recommended setbacks from the property line, first and second floor plans and some preliminary massing model studies. The exterior balcony/deck option will be studied further in the next stage. Mr. Popper requested that the architect prepare a Final Report. There was discussion about the project budget. The next meeting with the Trustees is scheduled for April 18th, and a presentation to the Board of Selectmen was made earlier this evening. There is a Warrant Article for May Town Meeting for funding the next stage of design.

Mr. Kent made a motion that the Committee vote in favor of approving the Architect's Invoices for January 2017 for $11,530.00 and February 2017 for $4,883.41. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda and Design Budget

B. Rosemary Pool Project

Matt Toolan (P&RC), Patty Carey (P&RD), David DiCicco (P&RC), Tom Scarlata (BH+A) attended the meeting.

Mr. Retzky updated the progress on project permitting. Army Corps of Engineers permit is expected between 4/17 and 4/21. Record of Decision from MEPA is anticipated by 5/12/17. No response yet from the Land and Conservation Trust, but this is not a permit. Mr. Toolan will be the spokesperson for the project at Town Meeting.

Mr. Scarlata reviewed the results from the Filed Subcontractor Bids (FSB) received last week. This included 13 sections and 74 total bids submitted. Several FSB's were disqualified due to incomplete bid submissions. A summary of the FSB results was distributed for PPBC review. Masonry had the largest increase from the budget estimate. Misc. Metals had a large variance among bidders. Under Misc. Metals, Larkin was low bidder and BH+A has reviewed bid with subcontractor who is comfortable with their bid as submitted. Overall the bids came in approximately $300,000 below estimate. An addendum will be issued by Friday with the FSB's bid information for the General Contractors.

Mr. Scarlata reviewed a request from Myrtha Stainless Steel Pools to be allowed as an acceptable option (not alternate) in the specification to a gunite pool. Advantages and disadvantages were reviewed. If allowed it could provide GC's with faster construction and potential lower risk for liquidated damages. The committee recommended that this be allowed and BH+A should include it in the next addendum.

Mr. Kent made a motion that the Committee approve the invoices for BH+A for January 2017 in the amount of $49,088 and February 2017 in the amount of $33,500. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Retzky noted a future PSS #7 will be forth coming from BH+A and their sub-consultants for additional costs related to the MEPA submission and Ch. 91 permit discussions.

Handouts: Agenda, Timeline and FSB bid results

C. Hillside Elementary School

Susan Neckes (School Committee) attended the meeting.

Mr. Haff reported on the letter from the MSBA dated April 6, 2017 regarding the added Gym Storage Space. After discussion Mr. Kent recommended that the additional 277sf of Gym storage space be included in the design and the Committee accept the cost exclusion. Ms. Neckes seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Haff provided project updates. The 60%CD Pricing set was being completed by Friday and the reconciled cost estimate will be presented to the Committee on 5/9/17 for approval along with the MSBA submission. A prequalification subcommittee will need to be appointed by that meeting for the Prequalification of the General Contractor and Filed Sub-Bidders on this project. Quotes will be requested for Structural Peer Review consultant. The Knoll Trails project Request for Determination of Applicability (RDA) was submitted to the Conservation Commission last week for the meeting on Thursday. A meeting with the SCA on 3/30/17 was held on site to review the project scope for this summer.

The Committee reviewed Invoice #30 from Dore & Whittier in the amount of $237,414.25 for services thru March 2017. 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 PSS #15 for Offsite Survey (related to crosswalks) for the amount of $6,050.00. The PSS was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approves the additional service. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #16 for Wetlands NOI Support (for LEC Environmental Consultants) for the amount of $9,350.00. The PSS was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approves the additional service. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #17 for MAAB work on the Exterior Stair for the amount of $4,400.00. The PSS was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approves the additional service. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Retzky reported that Green Environmental will recommence work on the Central Avenue site next week and plans to remove the added turkey waste will be starting April 24th. Change Order #04 for the removal of unforeseen rock and construction backfill was just received and is being reviewed by D&W. It was agreed that CO #04 will be reviewed and voted on at the next PPBC meeting.

Handouts: Agenda, Invoice and CO#4 draft.

D. <u>DPW Fuel Island Relocation & Upgrade</u>

Rick Merson (DPW) and Jeff Alberti (WSE) attended the meeting.

Mr. Alberti distributed and reviewed the engineers cost estimate. Several bidders attended the pre-bid site visit. There is about $35,000 for contaminated soils that will be included in the bid with unit costs so that if none are found then the amounts will be returned to the contingency. Weston & Sampson Engineering recommends two Deduct Alternates: #1) Fuel System Data Communication and #2) Fire Suppression System (which is not required by code). Ms. Espada recommended that the Town review the insurance requirements before including #2 and Mr. Popper will consult with the Finance Director. Mr. Popper asked WSE to confirm if the Deduct alternates are required to be taken in order. Mr. Alberti will review and coordinate. It was later determined there is no mandatory sequence to deduct alternates in this condition. The specification includes Ballistic-proof fuel tanks which is why the fire suppression is optional. About half of towns include fire suppression systems, cost is the deciding factor. Concerns for safety will be soon addressed in a FAQ to be posted on the Parks & Recreation web page.

The Committee reviewed Invoice #467488 from Weston & Sampson in the amount of $52,500.00 for services thru February 2017. The invoice was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously

Handouts: Agenda, Cost Estimate

E. <u>Central Ave DPW Storage Study</u>

Rick Merson (DPW) attended the meeting.

Mr. Gentile reported that only one response to the RFQ for design services was received for this project. It was from Weston & Sampson Engineers. Mr. Merson noted that it was a strong proposal and that WSE was very familiar with the RTS site from prior work. Other firms had attended the site visit but did not respond.

Mr. Kent made a motion to approve Weston and Sampson Engineers as the designer for the Central Ave DPW Storage Study pending approval of the funding Warrant Article at May Town Meeting. Mr. Creem seconded the motion. Ms. Espada recused herself from the vote. The motion was then voted upon and approved unanimously by the rest of the PPBC.

Handouts: None

F. <u>Other Business:</u>

<u>Needham High School Expansion Project:</u>
The Committee reviewed Invoice #3 from Dore & Whittier in the amount of $18,000 for services thru March 2017. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approves the invoice for payment. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

<u>Police and Fire Project:</u>
The Committee reviewed Invoice # 7 from Kaestle Boos Associates in the amount of $13,180 for services thru March 2017. The invoice was reviewed and approved by Mr. Popper. Mr. Kent made a motion that the Committee approves the invoice for payment. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

G. <u>Approval of Minutes</u>

The Committee reviewed the minutes from the March 27th PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes. Mr. Chandler seconded the motion. The motion was then voted upon and approved.

H. <u>Adjournment</u>

The meeting was adjourned at 9:30 PM.
The next PPBC meeting will be on Tuesday, April 25, 2017 at 7:30 PM, at the Town Hall, Great Plain 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.