

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: September 25, 2017

Time: 7:30 PM

Location: Library

Attendance

PPBC Members: Present: George Kent, Stuart Chandler, Richard Creem, Natasha Espada, Roy Schifilliti, Gene Voloshin
Absent: Irwin Silverstein

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

User Representatives: Mark Forbes Memorial Park Commissioner, Memorial Park Rep.
Matt Borelli Selectman, Memorial Park Rep.
Heidi Black School Committee, Hillside Rep.
Aaron Sicotte NHS Principal, H.S. Expansion Rep.
Susan Neckes School Committee, Hillside Rep.
Rick Merson DPW Director, Fuel Island Rep.

Other Attendees: Mark Meche Winter Street Architects
Dana Weeder Winter Street Architects
Jamie Fair Weston & Sampson

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the September 11, 2017 PPBC meeting. Mr. Creem made a motion that the Committee approve the minutes. Mr. Voloshin seconded the motion. The motion was then voted upon and approved.

B. Memorial Park Building

Mark Forbes (Memorial Park Trustee), Matt Borelli (Selectman), Mark Meche and Dana Weeder (Winter Street Architect) attended the meeting.

Mr. Meche updated the Committee on the design progress on the project. He reviewed the exterior of the building. There are three materials being used, brick, cut stone and artisan hardie board. The deck has been changed and now exits at the back side of the building. A fold up door is being proposed instead of roll up garage doors. This would take up less interior space. The bollards have been removed but still are under consideration. The second floor storage area opens to the deck.

Additional storage has been included over the locker rooms where there was excess height. This is a cost effective measure of providing useful storage. It would be used for storage of equipment used on the field like nets and blocking pads.

It is anticipated that Bid documents will be available in February 2018. Bids will be in hand before the May 2018 Annual Town Meeting. Construction would start on July 6, 2018 after the July 4th celebrations. Construction would be finished in the spring of 2019.

The next meeting with the Trustees is scheduled for October 2nd. The next Working Group meeting is scheduled in October and a Design Review Board meeting is scheduled for tonight, September 25th.

Handouts: Agenda, Schedule update, Power point presentation

C. High School Expansion

Heidi Black (School Committee), Aaron Sicotte (HS Principal), Don Walter, Michele Rogers and Glenn Gollrad (Dore & Whittier) attended the meeting.

A memo was sent to the Finance Committee answering their questions raised on September 13th. A Frequently Asked Questions document was sent to Town Meeting members in advance of the Special Town Meeting occurring on October 2nd.

The project cost estimate is \$14.263 million including the Gym Renovation and the Boiler/Chiller project. The Value Engineering process is complete. The gym can reuse the existing duct work and two rooftop mechanical units will be replaced. The schematic design contingency is 7.9% or \$900,000. A 10% SD contingency is more typical. It is hoped that a positive Finance Committee vote for the project will be given this coming Wednesday.

Mr. Kent made a motion that the Committee approve the cost estimate noted above with \$13.188M for additional funds (\$1.075M had already been appropriated for design) for the project. Mr. Sicotte seconded the motion. The motion was then voted upon and approved unanimously. This funding request will be voted on at the Special Town Meeting on October 2nd Warrant Article #11.

Handouts: Frequently Asked Questions, Response to Questions from FinCom, Estimated project costs

D. Hillside (Williams) Elementary School

Susan Neckes and Heidi Black (School Committee) attended the meeting.

Mr. Haff reported on the progress of the project. The Filed Sub Bids were received on September 13th. A bid tabulation was handed out. The bids came in favorably approximately a ¼ million under the estimate for the filed sub bids. Some trades came in high and some came in lower than estimated. One low bidder for Waterproofing and Dampproofing backed out due to a math error. The next lowest bidder is \$75,000 higher.

A very low bid came in for Glass & Glazing. The design cost estimate was \$202,000 for this FSB category. The low bid was \$80,000 and the next highest was \$146,000. It became apparent that the low bidder did not include everything and the bid was rejected. A protest letter was received from their lawyer. The Attorney General's office was contacted and they suggested re-bidding that category. It was determined that the best option was to reject all bids in Glass & Glazing and rebid the category. All of the prequalified General Contractors were notified to carry \$202,000 for Glass & Glazing in their bids, which are due on September 27th. The actual number will be adjusted. The rebids for Glass & Glazing category will be due on October 19th. It is not a critical path item.

There should be four General Contractors bidding on the project. It is anticipated that the GC will mobilize on site in November. A ground breaking ceremony is being planned.

There will be a PSS from Daedalus for construction administration thru closeout project management services. Bill Roche will be the site representative.

Handouts: Filed sub-bid tabulation

E. Full Day Kindergarten

Susan Neckes and Heidi Black (School Committee) attended the meeting.

All three firms, Dore & Whittier Architects Inc., Johnson Roberts Associates Inc. and Studio G Architects, which responded to the RFQ, were invited for interviews. The interviews were held last week and conducted by a sub-committee made up of Ms. Espada, Ms. Neckes and Mr. Haff.

Two firms stood out for the interviewers. Ms. Espada felt that Studio G Architects had a good background in early education spaces. Ms. Neckes and Ms. Black felt that because it was a small project and needed to be done as soon as possible that since Dore & Whittier was familiar with the Town they had a unique advantage of being able to hit the ground running. Dore & Whittier has a larger staff than Studio G Architects.

It is anticipated that All Day Kindergarten will be instituted at all schools in September 2019 coinciding with the opening of the Williams Elementary School. There is a limited budget of \$50,000 available to make any necessary changes to buildings.

After much discussion it was felt that Dore & Whittier would be the best choice at this time. Mr. Kent made a motion that the Committee go forward with Dore & Whittier Architects. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

F. Fuel Island Relocation

Rick Merson (DPW Director) and Jamie Fair (Weston & Sampson) attended the meeting.

Mr. Gentile reported on the progress of the project. The electrical service to the Old Salt Shed has been shut off and the building has been demolished. Electrical power and water to the snow trailer has been terminated. Work on the retention basin has started. The tank pad is being installed. A new fence has been installed at the site of the old salt shed.

Demolition, Site work and New Construction permits have been obtained. The tank license is expected to be approved at the Board of Selectmen meeting tomorrow night. The tanks have been ordered and expected to be installed October 17th. A de-watering plan has been submitted to the Conservation Commission, relating to the removal of the old fuel tanks. The old tanks will be removed after the new fuel station is in operation.

Mr. Fair indicated an unforeseen condition was discovered while installing the retaining wall. A concrete wall was found under the proposed block wall location. The proposed retaining wall was reengineered and the concrete wall was incorporated into the design.

The anticipated project completion date is November 14th.

The Committee reviewed Requisition #2 from MECO Environmental Services in the amount of \$254,334.00 for work thru September 22, 2017. They are at 33% completion. The requisition was reviewed and approved by Mr. Gentile and Weston & Sampson. Mr. Kent made a motion that the Committee approve the requisition for payment. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The DPW requested pricing for fencing to enclose the vehicle yard on the three remaining sides and replace existing fencing. The GC priced the additional fencing at \$20,000. The decision was made to hold placing additional fencing pending further advancement of work by the contractor.

Handouts: Agenda, Req. #3, photos

G. Building Commissioning RFQ

Mr. Gentile reported on the progress of the project. The Town is proposing to issue RFQ's for Commissioning, Construction Testing, Structural Peer Review and Project Management/Estimating services. Each service agreement would be for a three year period with established rates for the period. There are several ongoing and upcoming projects that could benefit from having these services on call. The projects are the Rosemary Recreation Complex, the High School Extension, the Memorial Park Building, the Public Safety Complex and the DPW Seasonal Storage area. It is anticipated that one consultant will be chosen for each type of service. There would be more flexibility with multiple prequalified vendors. There will be a Master Contract that the vendor would sign. This would not guarantee any work. There will also be a Project Contract as the need for the service arises and funding is available.

The first RFQ for a Building Commissioning Consultant has been prepared. The RFQ will be advertised next week on October 4th and 5th. They will be available starting on October 5th. A briefing session is scheduled for October 12th and will be due on October 19th.

The Committee requested that we look into assigning multiple awards in lieu of a single award. (This was done with Town Counsel which resulted in a determination that only one award is permitted by Town Designer Selection by-law).

It was suggested that the same be done for Architectural services. If there are small projects like the Full Day Kindergarten Study it would be helpful to have prequalified architects that can be called on to do the work. Ms. Espada indicated that the City of Boston has an arrangement like this with several architects. PFD-Construction will review this with the DPW – Building Maintenance Department.

Handouts: Schedule for Building Commissioning RFQ, Continuing Services info

H. Town Hall Stairs

Mr. Gentile reported on the progress of the project. McGinley Kalsow Architects has come up with a solution that replaces the slate treads with a rubber material.

The issue is being discussed with G & R Construction. It was thought that perhaps the work could be done under the warranty for labor and cost of materials but was deemed unacceptable to Town Counsel due to the length of time since the conclusion of their contract. PM&C has developed a cost estimate for the proposed work.

The Committee reviewed an invoice from PM&C in the amount of \$520.00 for cost estimating services. The invoice was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Proposed work drawings, Invoice

I. Adjournment

The meeting was adjourned at 10:05 PM.

The next PPBC meeting will be on Monday, October 16, 2017 at 7:30 PM, at the Needham 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.