

PERMANENT PUBLIC BUILDING COMMITTEE
TOWN OF NEEDHAM
MINUTES OF MEETING

Date: October 30, 2017

Time: 7:30 PM

Location: Library

Attendance

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

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

User Representatives: Heidi Black School Committee, Hillside/Williams Rep.
Aaron Sicotte NHS Principal, H.S. Expansion Rep.
Mark Forbes Memorial Park Commissioner, Memorial Park Rep.
Matt Borelli Selectman, Memorial Park Rep.
Bob Lewis DPW Assistant Director, Fuel Island Rep.
Kate Fitzpatrick Town Manager, Central Ave. Storage Rep.

Other Attendees: Don Walter Dore & Whittier Architects
Mark Meche Winter Street Architects
Dana Weeder Winter Street Architects
Mike Richard Weston & Sampson

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the October 16, 2017 PPBC meeting. Mr. Silverstein made a motion that the Committee approve the minutes. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved.

B. High School Expansion

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

The updated design was reviewed for the Committee. The ground floor columns have been adjusted. The new design was shown to the Design Review Board. Metal panels on the exterior have been replaced with a brick face. The plaza has been reworked and simplified. These changes will be brought to the Design Review Board on November 6th and the Planning Board on November 14th.

A milestone schedule is being developed. The Design Development estimate is being worked on and will be presented at the December 18th meeting. There will be two bid packages running in parallel. Dore & Whittier is working on the early release of the site foundation and steel construction documents to be released for bid in December in order to accelerate the schedule. A second bid package for the remainder of the work will be available in February 2018. It is anticipated that the Contractor will be on site the week of the February 2018 school vacation and that steel erection will commence in April.

Prequalification of the Trade Contractors will be advertised and available on November 8th. Qualifications will be due on November 30th and the prequalification process will be completed during December.

An informational neighborhood meeting was held on October 23rd at the High School to present the project. Several neighbors are concerned with possible traffic issues. The residents felt that having temporary one way bus traffic thru to Rosemary Street was acceptable. This is proposed as a temporary measure during the construction in the spring of 2018. Kingsbury Street residents were concerned about parking on Kingsbury Street and felt the Rosemary access should be considered long term. A permanent change would have to be brought to Traffic Management and the Board of Selectmen.

A company, Greeno Tree Spade Services, has been hired to remove some trees and shrubs from the area of proposed construction. They will be move to the Town's tree nursery and will possibly be replanted after the construction. The same company will be removing trees at the Sunita L. Williams School site.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of \$92,935.70 for services thru September 2017. 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.

Handouts: Agenda, Project Schedule, Pre-Qualification schedule

C. Hillside (Sunita L. Williams) School Outdoor Play Area

Heidi Black (School Committee) attended the meeting.

The Committee reviewed an invoice from Warner Larson Landscape Architects in the amount of \$380.00 for CAD/graphics services. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Black seconded the motion. The motion was then voted upon and approved unanimously.

D. Memorial Park Building

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

Winter Street Architects reviewed the updated design. Schematic design is almost complete. The site plan was reviewed. Discussion regarding the existing path from the parking lot up to the school took place. There may be an intersection of the path from the deck to this path. The door from the deck will be an egress door and not entrance door. A single gender neutral toilet room was added. The exterior building materials were simplified. There is less hardie board in the design and more brickwork was added.

The Committee reviewed an invoice from Winter Street Architects in the amount of \$23,250.00 for services during September 2017. The invoice was reviewed and approved by Mr. Retzky. 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: Agenda, Design schedule update, budget update, invoice

E. Fuel Island Relocation

Bob Lewis (DPW Assistant Director) and Mike Richard (Weston & Sampson) attended the meeting.

Mr. Gentile reported on the progress of the project. The project is approximately two thirds of the way finished. The vehicle pad was placed on October 28th. The data line trench has been dug out, conduit installed and backfilling commenced. The tank license and tank permit were obtained. The tanks are in place. The Contractor is scheduled to be substantially complete by November 14th. The new electrical pole is in and waiting for Eversource to complete the connection. Three security cameras have been installed.

The existing underground fuel storage tank, which is double walled fiberglass with leak detection, will be removed after the new fuel station is operational. No remediation is expected with the removal of the old tanks.

The Committee reviewed two change orders from MECO Environmental Services in the amounts of \$3,470.59 and \$62,713.17. The change orders were reviewed and approved by Mr. Gentile and Weston & Sampson. Mr. Kent made a motion that the Committee approve the change orders. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #3 from MECO Environmental Services in the amount of \$320,577.50 for work thru October 27, 2017. 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. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Weston & Sampson in the amount of \$11,750.00 for services thru September 2017. The invoice was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, photos, budget update, Pay Req. #3, CO's, invoice

F. DPW Storage at Central Avenue

Kate Fitzpatrick (Town Manager), Bob Lewis (DPW Assistant Director) and Mike Richard (Weston & Sampson) attended the meeting.

The Conservation Commission at their meeting on October 26, approved of the proposed test pits. The test pits will verify the subsurface conditions so that the adequacy of the area and the possible siting of the storage building can be determined. It is anticipated that the test pits will be done on Friday, November 3rd.

It is anticipated that Design and Construction funds will be requested at the May 2018 Annual Town Meeting.

Handouts: Agenda, Site plan with test pit locations

G. Building Commissioning RFQ

Mr. Gentile reported that 9 firms submitted qualification on October 19th. They were ARUP, BVH Integrated Services, P.C., Colliers International, Commercial Construction Consulting, Inc., EBI Consulting, Energy Engineering & Design Inc., Fitzmeyer & Tocci Associates, Inc., RDK, Rist-Frost-Shumway Engineering, P.C., and Sustainable Engineering Solutions, LLC.

Four firms, BVH Integrated Services, P.C., Colliers International, RDK and Rist-Frost-Shumway Engineering, P.C., were shortlisted for interviews by the sub-committee. The interviews were conducted by the sub-committee. After review and evaluation of the sub-committee felt that Rist-Frost-Shumway Engineering, P.C., located in Laconia, New Hampshire, had the best depth of experience and it is recommended that the Committee go forward with them.

Handouts: Agenda, RFS Engineering organizational chart, fee rates

H. Independent Materials Testing Services RFQ

Mr. Haff reported that 6 firms have expressed interest in the RFQ to date. The submission due date is November 9th. An administrative review of the submissions is proposed and a recommendation will be made to the Committee at the November 13th meeting.

I. Adjournment

The meeting was adjourned at 9:35 PM.

The next PPBC meeting will be on Monday, November 13, 2017 at 7:30 PM, at the Needham Public 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.