PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: November 13, 2017	Time: 7:30 PM	Location: Library

Attendance

PPBC Members:	Present: George Kent, Stuart Chandler, Richard Creem, Natasha Espada, Roy Schifilliti, Irwin Silverstein Absent: Gene Voloshin	
PFDC Staff:	Steve Popper (Director of Design and Construction) Hank Haff (Sr. Project Manager) Mike Retzky (Project Manager) Steve Gentile (Project Manager)	
User Representatives:	John Schlittler	Police Chief, Police/Fire Stations Rep.
	Dennis Condon	Fire Chief, Police/Fire Stations Rep.
	Susan Neckes	School Committee, Hillside/Williams Rep.
	Heidi Black	School Committee, HS, Hillside/Williams Rep.
	Matt Toolan	Park & Rec. Commissioner, Rosemary Rep.
	Patty Carey	Park & Recreation Director, Rosemary Rep.
Other Attendees:	Bill Roche	Daedalus Projects
	Tom Scarlata	Bargmann Hendrie & Archetype
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the October 30, 2017 PPBC meeting. Mr. Chandler made a motion that the Committee approve the minutes. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved with Mr. Creem abstaining

B. Building Commissioning RFQ

Four firms, BVH Integrated Services, P.C., Colliers International, RDK and Rist-Frost-Shumway Engineering, P.C., were shortlisted and interviewed by the sub-committee consisting of Mr. Kent, Mr. Popper and Mr. Gentile. 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.

Mr. Kent made a motion that the Committee go forward with Rist-Frost-Shumway Engineering, P.C. for on-call commissioning services. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: none

C. Independent Materials Testing Services RFQ

Four firms, Fenagh Engineering & Testing, HAKS Engineers, P.C., John Turner Consulting and UTS of Massachusetts, Inc., submitted their qualifications. The qualifications were reviewed by Mr. Haff and Mr. Roche. After review and evaluation UTS of Massachusetts ranked the highest on the evaluation criteria with John Turner Consulting ranking second. Mr. Haff indicated that UTS has been used by the Town on past projects and they have been highly responsive. Mr. Haff will be negotiating with them to remove the travel fee per visit and overtime charge.

Mr. Kent made a motion that the Committee approve the ranking of the firms and approve UTS of Massachusetts for Materials Testing services. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Evaluation sheet

D. Public Safety Complex & Fire Station #2

John Schlittler (Police Chief) and Dennis Condon (Fire Chief) attended the meeting.

The RFQ for Construction Manager at Risk Prequalification is being advertised. Comments on the draft have been incorporated. The RFQ will be available on Wednesday, November 15th and responses are due on December 6th. The process does require a selection committee including the Police and Fire chiefs, the chair of the PPBC, Mr. Popper and the designer. These people were identified in the application that was submitted to the Inspector General's Office. The Committee decided to go forward with the CMR as a single project incorporating all of the phases.

Mr. Silverstein made a motion that the selection committee be approved as submitted in the CMR application to the Inspector General's Office and also be used as the review committee. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The selection and review process will be conducted after the receipt of the qualifications. It is anticipated that the names of the candidates for interview will be presented to the Committee at the December 18th meeting. Formal interviews of the candidates will be conducted by the Selection Committee and their recommendation will be brought to the Committee at the January 22nd meeting. The CMR should be on board by the end of January to participate with pre-construction services in the design development phase of the project.

The Trade Contractors will also be prequalified and a PPBC member will be needed for that process alongside the architect, the CMR, and Public Facilities Construction.

The Committee reviewed an invoice from Kaestle Boos Associates in the amount of $3,500.00 for completion of schematic design 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: Updated schedule, RFQ

E. High School Expansion

Heidi Black (School Committee) attended the meeting.

A design update was provided. Slight modifications to the ramp to the cafeteria have been made. The open plaza space has been maintained. The landscape has been enhanced with ground cover, trees and shrubs. Several trees and shrubs have been removed from the area for possible reuse. The amended plan will be presented to the Planning Board on November 14th and the Design Review Board on November 20th.

Traffic issues have been reviewed. The Planning Board indicated that any long term traffic changes are not under their jurisdiction for this project and will have to be brought before the Traffic Management Advisory Committee (TMAC) and the Board of Selectmen.

The RFQ for Prequalification of Trade Contractors will be available on November 15th. Qualifications will be due on November 29th. A sub-committee made up of Consigli, Dore & Whittier, PFDC and a PPBC member will review and qualify the trade contractors. The PPBC member will need to be identified by the November 27th meeting. Committee members were asked to consider their availability on serving as sub-committee representative.

The schedule was reviewed. It is a very aggressive one. The Design Development and early bid package estimates will be reviewed at the December 18th meeting.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of $153,276.60 for services thru October 2017. The invoice was reviewed and approved by Mr. Haff. 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.

The Committee reviewed Requisition #1 from Consigli Construction in the amount of $37,500.00 for pre-construction services thru October 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.

Handouts: Agenda, Updated Project Schedule, Revised landscape plan

F. Sunita L. Williams (Hillside) Elementary School

Heidi Black, Susan Neckes (School Committee) and Bill Roche (Daedalus) attended the meeting.

Mr. Roche reported that the construction fencing is complete as of today. The erosion control has been installed. The Conservation department will come to the site to review and sign-off on the work. Site work is expected to start soon with stripping of soil and laying gravel. The site contractor is mobilizing on site. It is anticipated that site utility work will begin this month and placement of foundation work will begin in February 2018.

The ground breaking ceremony is scheduled for November 17, 2017 at 10 AM at the site on Central Avenue. All are welcome.

An alternate route for the gas line down Cefalo Road and Sunset Road is estimated to cost approximately $41,600 and is recommended by the owner's project manager. The Committee acknowledged this is a preferred route for the gas line.

It is proposed that the school install solar panels during construction rather than wait. The trend in new schools is to install solar panels and the project is in a good financial position to do so at this time. It would be more cost effective to install them during construction rather than afterward. It will be discussed with the Town Manager, School Superintendent and the School Committee. The work will not be covered under the MSBA reimbursement.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of $72,580.83 for services thru October 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 Requisition #1 from Bacon Construction in the amount of $129,252.25 for construction services thru October 2017. The invoice was reviewed and approved by Mr. Haff. 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.

The Committee reviewed an invoice from Daedalus in the amount of $18,816.00 for services thru October 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, photos, Req #1

G. Rosemary Pool

Patty Carey (Park & Recreation Director), Matt Toolan (Park & Rec. Commissioner) and Tom Scarlata (BH+A) attended the meeting.

Mr. Retzky reported on the progress of the project. There is a Chairs meeting scheduled for November 22nd where the reply from the Land & Water Conservation Fund (LWCF) position regarding the project and the options will be discussed. The Town Manager and Town Counsel will be at the meeting.

Both pool ballast slabs are in place. The sheeting has been pulled and removed from the site. The pool shell rebar installation work has started in the family pool. Wood framing of the main and guard buildings is ongoing. Rough plumbing and utility work, below slab electrical conduit work, installation of steel columns at main building, and installation of interior copper water pipe and waste pipe in the bathhouse area is all ongoing.

The building is approximately three weeks behind the anticipated schedule. The Gunite placement is approximately one week behind. The Contractor is pushing hard to keep momentum moving on the pool. The updated budget was reviewed. The contingency balance after CO #6 and anticipated costs is $447,447.60. Concern was expressed over the dwindling contingency balance.

The Committee reviewed CO #6 from G&R Construction in the amount of $164,461.53 for eight adds and one no cost item. The change order includes exterior plumbing changes, domestic water feeds to the pools, sewer main relocation and pool deck outlets. Mr. Kent made a motion that the Committee approve the change order. Mr. Toolan seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #5 from G & R Construction in the amount of $973,879.83 for work thru October 2017. This represents approximately 30% completion of the work. The requisition was reviewed and approved by Mr. Retzky and BH&A. Mr. Kent made a motion that the Committee approve the requisition for payment. Mr. Toolan seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Bargmann Hendrie & Archetype in the amount of $37,319.70 for services thru 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.

The Committee reviewed an invoice from Eversource Electrical in the amount of $2,391.00 for the electrical service. 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.

The Committee reviewed an invoice from Verizon in the amount of $2,747.45 for new utility poles. The invoice was reviewed and approved by Mr. Retzky. 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.

Handouts: Agenda, photos, budget update, CO#6, Pay App #5 cover page, invoices

H. Adjournment

The meeting was adjourned at 9:23 PM.
The next PPBC meeting will be on Monday, November 27, 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.