

PERMANENT PUBLIC BUILDING COMMITTEE
TOWN OF NEEDHAM
MINUTES OF MEETING

Date: January 22, 2018

Time: 7:30 PM

Location: Library

Attendance

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

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

User Representatives: Kate Fitzpatrick Town Manager, Central Ave Storage
Rick Merson DPW Director, Central Ave Storage
Heidi Black School Committee, HS, Hillside/Williams Rep.
Aaron Sicotte NHS Principal, H.S. Expansion Rep.
Susan Neckes School Committee, Hillside/Williams Rep.

Other Attendees: Jeff Alberti Weston & Sampson
Mike Richard Weston & Sampson
Greg McGuirl Consigli Construction
Don Walter Dore & Whittier Architects
Jason Boone Dore & Whittier Architects

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the January 8, 2018 PPBC meeting. Mr. Chandler made a motion that the Committee approve the minutes subject to the needed correction pointed out by Mr. Creem. Mr. Kent seconded the motion. The motion was then voted upon and approved.

B. Town Hall Stairs

Mr. Gentile reported on the progress of the project. The noncompliant slate treads have been removed and replaced with plywood covered with vinyl treads and risers. The General Contractor is almost done with the work. The building inspector has visited the site during installation and will return to inspect and measure the stairs to make sure they are code compliant. Mr. Gentile intends to also measure the stairs.

The Committee reviewed Requisition #1 from with Village Forge Inc.in the amount of \$48,247.00 for work thru January 19, 2018. This represents approximately 50% completion of the work. The requisition was reviewed and approved by Mr. Gentile. 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.

Handouts: Agenda, Photos, Req. #1

C. DPW Seasonal Storage at Central Avenue

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

Mr. Alberti reported on the progress of the project. There will be a presentation of the project to the Board of Selectmen and the Finance Committee on February 7th. The draft presentation prepared for that meeting was reviewed for the Committee. Mr. Alberti reviewed the history of the project from the 2016 Feasibility Study to its current status.

The Feasibility study phase determined the preferred phasing, gathered comprehensive programing information and vehicles list. Space needs were determined for the DPW's 75 vehicles and 95 small pieces of equipment. Currently the equipment is stored in various places throughout the Town. All the equipment will not fit in the proposed new building at 470 Dedham Avenue. Weston & Sampson identified what equipment would not fit in the new building and would be stored at the proposed Central Avenue Seasonal Storage site.

Weston & Sampson conducted a survey of the preferred site location at Central Avenue. Test pits were dug to determine the subsurface conditions and a preferred site plan was developed for the best placement of the garage and canopy. The proposed Central Avenue storage facility would have 11,560 square feet of garage space and 4,130 square feet of storage under a canopy. All of this information is being sent to the estimators to develop a cost estimate for the proposed project.

It is anticipated that Design and Construction funds will be requested at the May 2018 Annual Town Meeting. If funds are approved at this time the design and permitting will occur from May to November 2018. Bidding is anticipated to occur in December 2018 to January 2019 and construction is anticipated from February to October 2019.

If this schedule is maintained the site could be used as storage space for certain vehicles and equipment from Fire Station #2 which will be undergoing construction at that time.

The current estimate for the project is \$7.9M and was based on best assumptions. The new cost estimate will be based on better information stemming from the specific location identified and advanced design. The PPBC would like to review the current estimate at the February 5th PPBC meeting.

The Committee reviewed an invoice from Weston & Sampson in the amount of \$23,799.50 for services thru December 15, 2017. The invoice was reviewed and approved by Mr. Gentile. 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, Invoice

D. High School Expansion

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

Mr. Haff reported that the Trade Contractors prequalification process is complete and all but one firm (a required document was missing) was prequalified by the subcommittee. Mr. Kent made a motion that the recommendation of the subcommittee regarding the results of the Trade Contractor prequalification be accepted and move forward with bidding. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The site logistics and traffic plan has been modified to respond to input from the Board of Selectmen. Students and parents have been notified of the plan which will take effect after the February vacation. Signage will be installed during the vacation and fencing around the Webster Street parking lot will be installed. On site safety will be paramount. The site will be appropriately staffed.

A list of proprietary items for the project similar to the one for the Sunita L. Williams School was passed out. It will be presented at a future meeting for vote and the items will be included in the specifications.

Early release packages have been awarded for Site work, Concrete work, Structural Steel and the Chiller. The chiller work includes a \$13,000 chiller maintenance amount for the first year. The amount totaled \$2,755,720.

The technology equipment needed for the project will be provided by the School Department.

Two deduct alternatives are being proposed for the specifications. They are for the Gym Rooftop unit replacement (\$313,174 estimate) and associated work and the Gym Storage space (\$206,151 estimate). Mr. Kent made a motion that the Committee approve the deduct alternates as proposed. Mr. Sicotte seconded the motion. The motion was then voted upon and approved unanimously.

The building permit will be submitted tomorrow. It is expected that bid documents will be issued February 12th and bids will be due on February 26th.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of \$143,159.30 for services thru December 2017. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Sicotte seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #2 from Consigli Construction in the amount of \$30,000.00 for pre-construction services thru December 2017. The requisition 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 D.M. Berg in the amount of \$4,800.00 for Structural Peer Review services. The invoice was reviewed and approved by Mr. Haff. 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.

The Committee reviewed PSS #8 from Dore & Whittier Architects in the amount of \$14,608.00 for additional surveying services to be done by Nitsche Engineering. The PSS was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the PSS. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Updated Budget, Revised Traffic plan, Prequalified Trade Contractor list, List of proprietary items

E. Full Day Kindergarten Study

Susan Neckes, Heidi Black (School Committee), Don Walter and Jason Boone (Dore & Whittier) attended the meeting.

Dore & Whittier reviewed the progress on the study thru a power point presentation. The goal of the study is to get the Town in a position to offer Full Day Kindergarten in September 2019 when the Sunita L. Williams School is scheduled to open.

The newest McKibben Associates enrollment projections report indicated higher projections than the report done last year. A wide range of factors were reviewed. The report indicated increases in enrollment thru the 2022-2023 school year with an estimated peak of K-5 grades at 2,593 and declining slowly after that. This number is 100 students higher than last year's projections. Past projections of declining enrollment have not materialized.

Preliminary findings indicated that full-day kindergarten enrollment increases may require some repurposing of Art, Music and Spanish classrooms into general classrooms and require a higher than desired class size. The Eliot School may need modular classrooms for the 2023-2024 school year as they may experience the largest student increase. The Eliot School cannot absorb full day kindergarten and enrollment increases without additional space and would likely require the school to become a four section per grade school by 2028-2029.

Mitchell School is currently deficient in PE and Special Education space and will require Art on a Cart beginning in 2019-2020 with the introduction of full day kindergarten. The incorporation of modular classrooms is being looked at as a means for satisfying its space needs.

The other elementary schools are better positioned to absorb enrollment increases and full day kindergarten, with reallocation of some specials (art, music, Spanish) rooms to accommodate peak enrollments in a few specific years.

A draft report will be submitted to the PPBC and School Committee in February.

Preliminary cost estimates for the Mitchell School modular and renovation options were reviewed.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of \$27,000.00 for services thru December 2017. 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.

Handouts: PowerPoint presentation, Draft Mitchell Preliminary project budget

F. Rosemary Recreation Complex

The Committee reviewed an invoice from Eversource Electric in the amount of \$2,768.00 for electric service design. The invoice was reviewed and approved by Mr. Retzky. 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: None

G. Sunita L. Williams (Hillside) Elementary School

The Committee reviewed an invoice from Eversource Gas in the amount of \$46,580.75 for gas service design and construction. The invoice was reviewed and approved by Mr. Haff. 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: None

H. On Call Project Management RFQ

Mr. Gentile reported that nine companies submitted qualifications on January 19, 2018. The companies submitting qualifications were, Atlantic Construction & Management, Inc., Coast and Harbor Associates, Inc., Colliers International, Daedalus Projects, Inc., Hill International, Inc., NV5 Consultants, PMA Consultants, P-Three Inc., and The Vertex Companies, Inc. The services requested include project management, cost estimating, constructability review and scheduling.

The subcommittee, Mr. Kent, Mr. Voloshin, Mr. Popper and Mr. Gentile, reviewed the submissions and developed a short list for interviews. Four companies were selected for interviews that will take place on February 1st; Daedalus Projects, Inc., Hill International, Inc., PMA Consultants, and The Vertex Companies, Inc. These companies were chosen for interviews from a list of qualifications that included the range of services they are able to provide and experience with large project.

Mr. Silverstein made a motion that the Committee approve the subcommittee's recommended short list for interviews. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The subcommittee will bring their recommendation to the Committee at the next meeting on February 5th.

Handouts: None

I. Adjournment

The meeting was adjourned at 9:53 PM.

The next PPBC meeting will be on Monday, February 5, 2018 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.