

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: February 5, 2018	Time: 7:30 PM	Location: Town Hall
Attendance		
PPBC Members:	Present: George Kent, Stuart Chandler, Richard Creem, Irwin Silverstein, Absent: Natasha Espada, Roy Schifilliti, Gene Voloshin	
PFDC Staff:	Steve Popper (Director of Design and Construction) Hank Haff (Sr. Project Manager) Steve Gentile (Project Manager)	
User Representatives:	Matt Toolan Patty Carey Dennis Condon John Schlittler Susan Neckes Heidi Black Aaron Sicotte	Park & Rec. Commissioner, Rosemary Rep. Park & Recreation Director, Rosemary Rep. Fire Chief, Police/Fire Stations Rep. Police Chief, Police/Fire Stations Rep. School Committee, Hillside/Williams Rep. School Committee, HS, Hillside/Williams Rep. NHS Principal, H.S. Expansion Rep.
Other Attendees:	Tom Scarlata Dan Gutekanst Don Walter Michele Rogers Glen Gollrad Jason Boone Bill Roche	Bargmann Hendrie & Archetype School Superintendent Dore & Whittier Architects Dore & Whittier Architects Dore & Whittier Architects Dore & Whittier Architects Daedalus Projects
Minutes prepared by: Kathryn Copley Administrative Specialist		

A. Approval of Minutes

The Committee reviewed the minutes from the January 22, 2018 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.

B. Rosemary Pool

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

Mr. Retzky reported that a letter drafted by the Towns outside counsel to be sent to the National Park Service regarding the Land & Water Conservation Fund is being reviewed by the Park and Recreation Commission and the Health Department. The letter requests that their determination be reexamined and that the Town disagrees with their position.

Mr. Retzky reported on the progress of the project. The Redi-Rock retaining wall construction is ongoing. They are now completing the upper parking lot. The building is weather-tight. All the windows are installed. The rough MEP systems can proceed in the building. Work on the filter room is ongoing. Partial backfilling and compaction around the lap pool is being performed. The lap pool surge tank was installed. The pool filters are rigged and installed in the filter room.

The project continues to move ahead on schedule showing a completion date after July 4th. Mr. Toolan indicated that the Park & Recreation Commission was under the impression that the facility would be done in June. The Contractor is aware that the Town would like to open the facility on July 1st. Mr. Popper advised that a more realistic opening date could be closer to July 15th and that it would be wise for Park & Recreation to consider that in their planning.

One of the last things to be done is placing the porous pavement. Six layers are involved. Construction traffic on the final surface must be minimized. A staging approach for the placement is being considered.

The question was raised whether the pool and first floor areas could be opened with a partial occupancy permit. This will be reviewed and completion of the facility will be better known later in April. The schedule might force a July 15th opening.

The Committee reviewed CO #8 from G&R Construction in the amount of \$24,481.83 for seven adds and two credits. The change order was reviewed and approved by Mr. Retzky and the BH+A. 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 total anticipated cost log amount is \$218,500.00 and the contingency balance is currently \$305,469.00.

The Committee reviewed Requisition #8 from G & R Construction in the amount of \$855,840.57 for work thru January 2018. This represents approximately 52% 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 PSS #10 from BH+A in the amount of \$49,132.00 for Additional Construction Administration Services for the Ballast Slab. The PSS was reviewed by Mr. Popper and Mr. Retzky. 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.

The Committee reviewed PSS #11 from BH+A in the amount of \$12,000.00 for Testing Services. The PSS was reviewed by Mr. Popper and Mr. Retzky. Mr. Kent made a motion that the Committee approve the PSS. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Budget update, Photos, Pay App #8 cover page, CO #8, PSS #10 & 11

C. Public Safety Complex & Fire Station #2

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

Mr. Gentile reported on the progress of the project. Two prequalified firms, Barr & Barr, Inc. and Consigli Construction Co., Inc., submitted proposals for CMR services on January 26, 2018. The two firms were interviewed by the sub-committee that included Chief Schlittler, Chief Condon, Mr. Kent, Mr. Popper and Mr. McKeon of KBA. After review of the material the sub-committee determined that Consigli Construction was the stronger candidate and is recommending that the Committee proceed with them.

Mr. Kent made a motion that the Committee go forward with Consigli Construction Co., Inc. as the CMR. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously. A kickoff meeting will be scheduled. Phasing will be reviewed.

A trip to the Town of Sharon Public Safety Complex was made. The project was designed by Kaestle Boos Associates and Consigli Construction was construction manager.

The permit applications for the project are scheduled to be submitted on April 9th to the Planning Department and the hearing scheduled for May 22nd. A total of five permits will need to be submitted. Two permits will be submitted representing the two site configurations, including and not including the property of 43 Lincoln Street. If the Town is able to purchase the property it will be necessary to have the permits in place in order to maintain the overall construction start date. The three remaining permits are 1) Chestnut/Lincoln Street Parking lot, 2) FS#2 and 3) Temporary facilities at the Hillside School.

The cost estimate is anticipated to commence in July. The reconciliation will be done by August 20th. A final budget number will be voted on by the PPBC and given to the Town Manager on September 5th, in time to prepare for the October Special Town Meeting. An override vote is anticipated in November 2018.

Four communication towers are being proposed. One tower will be placed at the Recycle & Transfer Station, one at the Public Facilities Complex (HQ) and two at the Birds Hill and Dunster water tanks. The proposal is to place monopoles at the water tanks as well as HQ. This would need to be approved by the Planning Board. A Zoning By-Law change warrant article would have to be voted on by town Meeting.

The Committee reviewed an invoice from Kaestle Boos Associates in the amount of \$238,000.00 for services thru January 2018. The invoice was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Kaestle Boos Associates in the amount of \$2,800.00 for communications study services under PSS #5 thru January 2018. The invoice was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Invoices, Photos, CMR Price proposal summary

D. High School Expansion

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

Mr. Haff reported that the construction trailer along with some fencing would be placed on site on February 12th. The remaining fencing will go up over the February vacation week. The new traffic pattern for the school will take effect on Monday, February 26th. The Building Permit was received as was the Temporary Trailer Permit and the Street Opening Permit.

A list of proprietary items for the project similar to the one for the Sunita L. Williams School was passed out. Mr. Kent made a motion that the Committee approve the list in order that the items can be included in the specifications. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Trade Contractor Bid release date is February 12, 2018 and the due date is February 26, 2018. The trade contractor bids will be incorporated into the Guaranteed Maximum Price (GMP) and will be reviewed at the March 12th PPBC meeting.

Early release packages have been awarded for Site work, Concrete work, Structural Steel, Chiller work and the demolition contractor. The adjusted subcontractor award amount is \$2,748,640, with an adjusted GMP amount of \$3,111,147 noted in the Consigli Purchase and Award Schedule.

The Committee reviewed Requisition #3 from Consigli Construction in the amount of \$7,500.00 for pre-construction services thru January 2018. The requisition was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from RFS in the amount of \$4,250.00 for Building Commissioning 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. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Updated Budget, Purchase & Award schedule, Invoices, List of proprietary items

E. Full Day Kindergarten Study

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

The draft report was sent out on Friday, February 2nd. The body of the report is drafted and feedback is being waited on, from the School Department and PPBC.

It appears that Full Day Kindergarten can be implemented in the 2019-2020 school year without any changes. Isolated repurposing of Art, Music and Spanish may be required in some schools. The Eliot Elementary School may require the addition of modular classrooms beginning in 2023-2024 due to anticipated enrollment increases. 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 Elementary School is currently deficient in PE and Special Education spaces and will require Art on a Cart beginning in 2019-2020 with the introduction of full day kindergarten. The addition of two more modular classrooms is an option under consideration. Redistricting may be needed at some point.

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.

The report includes conceptual cost estimates for various space needs modifications that may be necessary for Eliot, Mitchell and Broadmeadow Schools. Conceptual placement of modular classrooms for Eliot and Mitchell are included. Currently there is no money in the Capital Plan for modifications for implementation of Full Day Kindergarten.

The report will be presented to the School Committee tomorrow night.

Handouts: Draft report, Summary of Final Findings

F. Sunita L. Williams (Hillside) Elementary School

Susan Neckes, Heidi Black (School Committee), Don Walter, Michele Rogers (Dore & Whittier) and Bill Roche (Daedalus) attended the meeting.

Mr. Roche reported on the progress of the project. The weather has improved which has allowed the Contractor to move ahead of the anticipated schedule. 45 Sunset Road has been demolished. This has opened space for contractor parking after installation of the Infiltration System 1 that is to be installed there.

Foundation and earthwork comprise the bulk of ongoing work at this time. Structural Steel erection is anticipated to start in mid-March. Eversource has indicated that they will start bringing the gas services down Cefalo and Sunset in the late spring or early summer.

Unsuitable material is being found which will have to be removed and replaced. The submittal and RFI review process continues to run efficiently.

The MSBA had their first site visit on 1/31/2018. The modified Project Funding Agreement (PFA) was discussed. The estimated cost for the project was \$45.5 M and the bid was \$37.7 M, which leaves a bid savings of around \$7.7 M.

The solar voltaic array system report was received. If it is approved then it would go out to bid. The addition of the solar photo voltaic array should push the project in LEED Silver. The estimated total cost for the Solar PV project is \$895,000.

The Committee was asked to consider adding a contingency amount of \$1.5 M from bid savings to the current contingency amount of \$2,276,000. The added contingency will cover the cost of solar and other found site conditions leaving a total potential reduction of \$6.241M to the project budget that could be rescinded after signing the amended PFA, and factoring in the bid savings.

The anticipated cost log currently shows a total amount of \$66,004. All these Potential Change Orders are being reviewed by the Contractor, Designer and OPM.

The Committee reviewed Requisition #4 from Bacon Construction in the amount of \$888,126.72 for construction services thru January 2018. The invoice was reviewed and approved by Dore & Whittier and 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 an invoice from Daedalus in the amount of \$19,320.00 for services thru January 2018. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Neckes seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of \$78,389.73 for services thru January 2018. 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.

The Committee reviewed an invoice from UTS of Massachusetts in the amount of \$910.00 for testing services thru December 8, 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 an invoice from UTS of Massachusetts in the amount of \$3,155.00 for testing services thru January 12, 2018. 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.

The Committee reviewed PSS #3 from Warner Larson in the amount of \$12,663.00 for GeoTech, Environmental Monitoring & Construction Administration Services for the playground and walking trail. The PSS was reviewed by Mr. Popper and Mr. Haff. Mr. Kent made a motion that the Committee approve the PSS. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Req. #3, Anticipated cost log, Photovoltaic Array System Report & estimate

G. On Call Project Management RFQ

Mr. Gentile reported that the four short listed firms were interviewed on February 1st by the subcommittee, Mr. Kent, Mr. Voloshin, Mr. Popper and Mr. Gentile. The four companies

were Daedalus Projects, Inc., Hill International, Inc., PMA Consultants, and The Vertex Companies, Inc. The services requested include project management, cost estimating, constructability review and scheduling.

The sub-committee interviewed the four companies. After deliberation the sub-committee felt that Daedalus Projects was the best qualified firm and they had the lowest prices. They are recommending that the Committee go forward with Daedalus Projects.

Mr. Kent made a motion that the Committee approve the subcommittee's recommendation to go forward with Daedalus Projects, Inc. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Score sheet

H. 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 done with the work. The work was completed with minimal disruption to the workings of the building and went faster than anticipated. The building inspector has visited the site and measured the stairs. The stairs are code compliant. Mr. Gentile also measured the stairs. The total appropriation for the project was \$200,000. The total cost of the project ended up being \$99,620.00 with a remaining unused balance of \$100,380.00.

The Committee reviewed final Requisition #2 from Village Forge Inc. in the amount of \$50,853.00. The work is 100% complete. The requisition was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the requisition for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Kent made a motion that the Committee vote to rescind the remaining unencumbered funds of \$100,380.00. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: None

I. DPW Seasonal Storage at Central Avenue

Mr. Gentile reviewed the project budget with the Committee. The current estimated total project cost is \$7,615,000. The design contingency and contingency together are in excess of \$1M. The dollar amount of \$7.9M for the October STM warrant was based on schematic design. The current estimate is based on further refinement of information available.

Mr. Kent made a motion that the Committee vote to support the current estimate of \$7,615,000 for the October STM warrant article to replace the \$7.9M placeholder. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Project Budget

J. Adjournment

The meeting was adjourned at 10:35 PM.

The next PPBC meeting will be on Monday, February 26, 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.