

PERMANENT PUBLIC BUILDING COMMITTEE
TOWN OF NEEDHAM
MINUTES OF MEETING

Date: August 7, 2017

Time: 7:30 PM

Location: Library

Attendance

PPBC Members: Present: George Kent, Stuart Chandler, Richard Creem, Gene Voloshin
Absent: Natasha Espada, Roy Schifilliti, 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: John Schlittler Police Chief, Police/Fire Stations Rep.
Dennis Condon Fire Chief, Police/Fire Stations Rep.
Susan Neckes School Committee, Hillside Rep.
Heidi Black School Committee, Hillside Rep.
Matt Toolan Park & Rec. Commissioner, Rosemary Rep.

Other Attendees: Dan Gutekanst School Superintendent
Anne Gulati School Dept. Finance Director
Don Walter Dore & Whittier Architects
Michele Rogers Dore & Whittier Architects
Glenn Gollrad Dore & Whittier Architects
Tom Scarlata Bargmann Hendrie & Archetype
John Connelly Finance Committee

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Public Safety Complex & Fire Station #2

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

Mr. Gentile reported on the progress of the project. Three responses were received on July 7th for the Independent Cost Estimating RFQ. They were from Daedalus Projects, Inc., PM&C, LLC and VJ Associates of N.E. The sub-committee (Mr. Silverstein, Mr. Popper and Mr. Gentile) interviewed the three firms on Friday, August 11th and evaluated their qualifications. They are recommending PM&C, LLC for PPBC approval.

Mr. Kent made a motion that the Committee accept the recommendation of the sub-committee and go forward with PM&C, LLC for independent cost estimating services. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

A meeting with the Finance Committee is scheduled for August 9th to keep them informed on the progress of the project. Zoning issues needed for the realization of the project are being explored and a meeting was attended with the Planning Board on July 25th.

The architect's consultant Langone Associates is engaged in a communications study. The study is being refined and a final report is anticipated soon. The architect is looking at temporary swing space locations for the Police and Fire Station #2. Hillside Elementary School and Avery Field are being considered. A working group meeting is scheduled for later this week.

The schematic design phase is ongoing. A cost estimate is anticipated in late August and will be presented to the PPBC at the September 11th meeting for approval. The project cost estimate will be the basis for Construction funds requested in the spring of 2018 on an override ballot.

The start of construction is anticipated to begin in February 2019 with the new fire station on Chestnut Street. Temporary swing space will be needed for the Police Station portion of construction and during the Fire Station #2 construction.

Mr. Popper indicated that a determination on which construction delivery method to use will need to be made. The choices are Chapter 149 or Construction Manager at Risk (CMR), Chapter 149A. If a CMR approach is used then it would be recommended to hire a project manager for pre-construction services shortly after approval of detailed design funds.

Mr. Kent remarked that a CMR method may be preferred because of the complexity of phasing and sequence of construction.

The Committee reviewed an invoice from Kaestle Boos Associates in the amount of \$49,050.00 for services thru July 2017. 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: Agenda, Cost Estimating scorecard, invoice

B. Full Day Kindergarten Study

Dan Gutekanst (School Superintendent) and Anne Gulati (School Finance Director) attended the meeting.

Mr. Haff reported that the RFQ for design services is complete and ready for release. Mr. Gutekanst indicated the scope includes developing the big picture for implementing full day kindergarten. It will be important to understand the budget and space requirements for starting full day kindergarten with the opening of the Sunita L. Williams Elementary School in September 2019. Funding for staff and space requirements need to be examined to make sure there are suitable facilities ready for full day kindergarten.

The designer will work with administrators to inventory spaces, look at enrollment figures and make recommendations for each school. The current Hillside Elementary School may possibly need to be used as a temporary location for some kindergarten classes.

The RFQ will be available on August 10th. Any comments on the RFQ should be sent to Mr. Haff before this date. User agency representatives will be chosen for the project.

Handouts: RFQ

C. High School Expansion

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

Mr. Haff reported on the progress of the project. The classrooms and grade level offices have been revised. Collaboration space has been increased. The Gym A renovation was reviewed. Dore & Whittier are working with the bleacher vendor. They are checking on the ability to partially extend the bleacher allowing for approximately 450 seats for use during basketball games. The bleacher would be fully extended during other events. There is a trade-off between court width sideline area and seating capacity. There is consideration being given for an exterior gym storage area constructed connected by a door to the interior space.

The boiler and chiller design is ongoing. The boiler room will have a larger venting area that will bring in more fresh air and the existing chiller will be replaced by a pair of chillers, to meet energy code and space constraints.

A meeting with the Working Group is scheduled for tomorrow. An informal presentation will be made to the Design Review Board on August 14. A presentation to the Development Review Team is scheduled for August 22, and a School Committee update on August 23. An informal presentation will be made to the Planning Board on September 12.

The cost estimate for the project is expected at the end of August and will be presented to the PPBC on September 11 for their review and approval. This will be the basis of the Special Town Meeting warrant article.

The Committee reviewed two invoices from Dore & Whittier Architects in the amounts of \$67,230.00 and \$33,615.00 for services thru June and July 2017. The invoices were reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #6 from Dore & Whittier Architects in the amount of \$9,020.00 for Geotechnical exploration. The change order was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the change order. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #7 from Dore & Whittier Architects in the amount of \$3,190.00 for Hazardous Material Inspection. The change order was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the change order. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Budget update, Memo to School Committee

D. Hillside (Williams) Elementary School

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

Mr. Haff reported on the progress of the project.

The 90% Construction Document plans and the cost estimates were sent to the MSBA on July 12th. Comments from the MSBA are expected soon.

Another elevator firm submitted their qualifications after the trade was advertised a second time. This firm as well as the firm that submitted in the first round are recommended to be prequalified.

Mr. Kent made a motion that the Committee accept the recommendations of the Pre-Qualification Committee for the elevator firms. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Haff reviewed the unit prices form that will be included in the bid documents. The MSBA requires the Committee to approve the unit price list. Mr. Kent made a motion that the Committee vote to accept the Unit Price Forms as presented. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously. 6 yay – 0 nays – 0 abstentions

The Knoll trail project is complete. The Student Conservation Association started on July 24th with a five member work team. They finished the project in the ten days they were allotted. Five DPW Highway employees worked on the project on Saturday, July 29th, with a sidewalk paver, a roller and bobcat helping to move the materials and compact them. The next step on the project will occur after the school building bid is complete. The existing pond was investigated and materials and depth were sampled and it is anticipated that no materials need to be removed from the site. The pond is three and half feet deep in the middle.

The bid documents will be available on August 16th. The FSB bid opening is September 13th and the GC bid opening is scheduled for September 27, 2017. Ground breaking for construction is anticipated to occur in early November.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of \$162,761.68 for services thru July 2017. 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.

The Committee reviewed an invoice from Daedalus Projects in the amount of \$22,063.00 for cost estimating 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.

The Committee reviewed two invoices from John S. Lane & Son in the amounts of \$969.69 and \$335.52 for crushed stone for the trail. The invoices were reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoices for payment. Ms. Black seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #2 from Warner Larson Landscape Architects in the amount of \$5,000.00 for Construction Administration services for over-site of the trails project. The change order was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the change order. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Warner Larson Landscape Architects in the amount of \$1,725.00. 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, List of pre-qualified Elevator filed sub-contractors, Unit prices form, invoices, Warner Larson PSS #2, Knoll trial photos

E. Rosemary Recreation Complex

Matt Toolan (Park & Rec. Commissioner) and Tom Scarlata (BH+A) attended the meeting.

Mr. Retzky reported on the progress of the project. Internet services have been installed in the site trailers. The storm water drain improvement work is ongoing. The stone rip-rap, drain piping and two deep sump catch basins have been installed. All sheet piling is in place in the lake bed. The access road Redi-Rock retaining wall is being installed at the lower parking lot. The dewatering well point system for the pool excavation work is onsite and partially set up. Excavation for the building footings and foundation is ongoing.

Some schedule time has been lost due to the water barrier changes. Three new Pool Schedule options were developed to deal with schedule recovery to get the pool shell started by October 25th and done in early December in an attempt to limit winter work conditions. The option that made the most sense and posed the least risk was to increase hours on the GC's activity of the pool construction portion of the project. The Town would only pay for the premium time associated with this work. The time would be monitored and confirmed daily with the General Contractor. The Committee agreed in principal to adopt this option with an anticipated cost of \$150,000 which included an allowance for winter conditions that would now be incurred when the contractor worked to accelerate the pool portion of the work.

The sub-contractor Aluminum & Glass Concepts that was to supply the glass and doors is refusing to sign the filed sub-bid contract pending resolution of a scope item in the bid documents. G&R Construction has provided cost options for the hollow metal door frames and aluminum frames as options to resolve this issue. This will resolve the dispute and a change order was issued for the work as agreed. There is also a question regarding Builders Risk Insurance. This insurance was not specified in the bid documents for the general contractor to obtain it. If the Contractor is to obtain this insurance there will be an additional charge. The anticipated cost for the builder's risk insurance with Flood & Earthquake

coverage is \$81,613.54. Both the Procurement Officer and Town Counsel have recommended this insurance be provided.

The Committee reviewed an invoice from Bargmann Hendrie & Archetype in the amount of \$21,290.68 for services in June 2017 for Phase III/CA work. The invoice was reviewed and approved by Mr. Retzky. 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 UTS of Massachusetts in the amount of \$3,280.00 for testing services in June and July 2017. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Toolan seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Change Order #3 from G & R Construction in the amount of \$620,288.34 for eleven adds and one credit. Included in the change order is the ballast slab (\$474,192.31), unknown asbestos pipe and fitting removal and a redesigned pool pump chamber vault. The change order was reviewed and approved by Mr. Retzky and BH&A. Mr. Kent made a motion that the Committee approve the change order. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #2 from G & R Construction in the amount of \$591,036.15 for bonding costs and site work thru July 2017. 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. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, budget update, anticipated costs, CO#3, Req. #2, BH+A memo, photos, revised schedule

F. Adjournment

The meeting was adjourned at 10:00 PM.

The next PPBC meeting will be on Monday, August 21, 2017 at 7:30 PM, at the Needham Town 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.