

PERMANENT BUILDING COMMITTEE
Minutes – June 18, 2014

Present: Co-Chairs Michael Melnick and Elaine Jones, William Braun, Craig Blake and Gifford Perry. Also present: Facilities Director James Kelly; Police Chief Scott Nix, Owner's Project Manager Neil Joyce, Architect Gregory Carell, and Andrew MacEntee.

The meeting was convened in the DPW Conference Room at 7:00 p.m.

Minutes The minutes of May 28, 2014 were approved as amended.

Police Headquarters Project Miscellaneous outstanding items were discussed.

- Consideration will be given to purchase of lockers from the State contract to be furnished to the General Contractor (GC) for installation. Details will be coordinated with the specifications in the bid documents for soffit design.
- Cell flushing operations to be turned off in two locations.
- RDK disagrees with the Commissioning Agent's recommendation (item 1.6) to install fin tube radiation in the Chief's Office with a separately zoned thermostat. The majority of the PBC members agreed with RDK and the fin tube will not be included.
- Drawings will be checked to ensure that there is no DPW work noted relative to Colonial Rd. access to Musketahquid Village and that the DPW scope is accurately reflected.
- Drinking fountains with refrigeration will be specified.
- A letter to be sent to the Sudbury Housing Authority in regard to access off Colonial Road was approved.
- The liquidated damages set forth in the construction contract documents were set at \$1,500/day. The percentage for the General Contractor's overhead and profit for Change Orders was set at 15% but will be reviewed by the OPM and set accordingly.
- No PBC members' names are to be included on the title sheet of the drawings.
- Mr. Carell will review and provide the 100% specifications and drawings on June 24.
- The flow test was conducted on May 20.
- Detail will be provided by the Architect for the exterior stairs and for the canopy foundation based on the design of the canopy.
- Painting the gas pipe (yellow) will be replaced with pipe labels as a cost savings.
- Sprinklers may be needed in the electrical room; the rating is to be determined by the electrical engineer.
- A one-hour rating will be required on the elevator door.
- The GC is to furnish and install appliances.
- Field office equipment is to be determined by the OPM.
- Add alternates were determined as (1) landscaping; (2) canopy foundation; and (3) outbuilding construction.
- Piping for the generator will be included in the specification, but no generator is to be included.
- Elevators were identified as requiring a filed sub-bid.
- The allowance for rock in one place was set. It was noted that there were no boulders over a cubic yard found during the Fire Headquarters construction project. There will be no identification of unsuitable soil and no allowance will be used.
- The phasing fence of green fabric needs to be moved back once the road work is finished.

The Architect's request for additional fees was discussed in full with Mr. Carell providing justification for items discussed, some of which included work of consultants. Those not previously handled through Professional Service Supplements (PSS) process included: costs for Town Meeting presentation boards; advanced building code participation coordination, application and submittals; building commissioning process; granite curbing alternate; deletion of flagpole, sign and vacuum system from plans; fountain with bubblers changes; reduction in DPW scope affecting drawing and coordination changes; Fogarty full 90% estimate review; and other reimbursable expenses such as extensive printing costs involved in the permitting process. Most of the additional charges requested were for work after 90% document completion. After discussion, it was agreed to reduce commissioning and reimbursable expenses and to finalize a PSS in the amount of \$15,000.

Certain of the Commissioning Agent noted items 3.2 (electrical room conduit) and 2.7 (temperature controls) require further review and details. Mr. Carell will look at an alternate approach on 3.2 without redesign. The Commissioning Agent will talk directly with NStar relative to 3.12 with PBC approval. Mr. Carell noted that the control and system are compatible (2.1).

Tentative scheduling of notice publication in the Central Register and the newspaper was determined. Ms. Jones is working with Mr. Carell on the preparation of bid and contract documents.

It was determined that in order to obtain additional funding if necessary after the GC bids are opened, the board of Selectmen would be required to call a Special Town Meeting (STM) and a Special Town Election (STE) at its meeting of July 22 to meet the legal requirements. Mr. Melnick and Mr. Kelly will attend the Board of Selectmen meeting of July 8 to apprise the Board of the timetable.

Fairbank Roof Russo Barr will be commissioned to provide the flat roof repair design and estimate. Seaming and coating processes are under consideration.

MSBA Nixon Window and Roof Project Mr. Melnick reported that the MSBA does not intend to assign a designer until September 4, but that he is in contact with them regarding advancing the schedule. Mr. Kelly will have PCB testing performed.

Meeting Schedule The next meeting will be called by the Chairs as necessary.

There being no further business, the meeting was adjourned at 10:30 p.m.

Respectfully submitted,

Elaine L. Jones