

PERMANENT BUILDING COMMITTEE  
Minutes August 29, 2013

Present: Co-Chairs Michael Melnick and Elaine Jones, Craig Blake, William Braun and Gifford Perry. Also present: Facilities Director James Kelly and Police Chief Scott Nix.

The meeting was called to order at 6:30 p.m. at the DPW.

Nixon Roof Project Mr. Melnick reported that Gale Associates had conducted a site visit for the purpose of providing a final report to the MSBA. The visit date was not noted in the report and was not reported by PMA (OPM) personnel; however, it was clear from the report itself that the work had not yet been completed by the contractor at the time of the inspection. Mr. Melnick will so advise Gale Associates and the MSBA. Also, MSBA has advised that no OPM reports have been received since December 2012. As there was no contractor work performed until June, PMA will produce the required reports excluding that time period. As PMA's Project Manager had no experience with Pro-Pay (reimbursement system set up by MSBA), Finance Director/Treasurer Andrea Terkelsen entered the original and revised MSBA budget and the project invoices. It was also noted that the Project Funding Agreement (PFA) Amendment error discovered in the MSBA document has been corrected and the Amendment executed by the appropriate Town officials.

Police Headquarters – Project Management Services Acting as the Designer Selection Committee, the Permanent Building Committee conducted the following interviews based on its August 22 review of proposals:

Construction Monitoring Services, Inc. (CMS) The project team was introduced: Principal Jim Byrne as Project Manager and Director, Principal Paul Griffin, Jr. as Project Manager, Neil Joyce as Senior Project Manager/Estimator, and Scott Lubker, Project Manager. While all four team members will be working on Phase II Design Development, Mr. Griffin will be heavily involved. Mr. Byrne represented that the company was established in 1994 and incorporated in 1998 and stated that construction management is their sole business. In practice each person works on no more than two projects at a time. Both principals have extensive public construction experience including police buildings, most recently with Harwich Police/Fire, Foxborough Public Safety with joint dispatch, and West Stockbridge Police/Fire/Town Building. He further represented that the firm prides itself on communication skills – with abutters and the general community and primarily with the client. It was asserted that CMS maintains daily contact as warranted and provides a web-based information tracking format for use in the project. It was stressed that a good “front end” to the contract documents is essential and that CMS has developed documents which work toward that purpose. Mr. Griffin has extensive background in facilities management and having an in-house estimator is a benefit to design development especially in ascertaining future maintenance costs of systems under consideration. It was noted that while there is basically no distinction between construction of a police building and other buildings, there are unique building materials which are critical; therefore, monitoring product use is essential if working with a contractor without that experience. It was stressed that getting the architect's schedule, keeping that schedule and maintaining information flow is vital to this project.

NETCO Construction Project Managers, Inc. NETCO was represented by Tom Kondel who will serve as Senior Project Manager and OPM and David Lager, President, who will serve as Assistant OPM. Both Mr. Lager and Mr. Kondel have general contracting experience and Mr. Kondel has extensive experience with public safety building projects in western Massachusetts, including the No. Brookfield Police Station. As the firm is closing out several projects, the timing of the Sudbury project works well. The firm is experienced with historic projects also, noting that the proposed location is within the Historic District. Experience with the construction of green buildings was noted together with the importance of life cycle cost analysis. Clerk of the Works positions are filled with licensed Construction Supervisors who are also trained for paper processing. A.M. Fogarty would be used as the estimator on this project when extensive review is required. Public information campaigns have included forums conducted at supermarkets, libraries, and via TV and brochures.

PMA Consultants PMA was represented by Principal Kevin Nigro, Project Advisor, and Project Manager Edward Whelan replacing Paul Queeney who was listed as Project Manager in the PMA proposal, thus making a “leaner team” according to Mr. Nigro. Mr. Nigro reviewed the firm’s extensive experience with public safety buildings, noting particular challenges and PMA/s problem solving skills illustrated in a handout distributed. The firm has worked on two police stations designed by The Carrell Group – Littleton and currently Swampscott. Mr. Whelan spoke to project controls and administrative matters such as schedule management and analysis. PM&C is used by PMA as an estimator except for in-house estimation related to Change Orders.

At the conclusion of the interviews the positive and negative were discussed for each of the firms. Committee members noted that while PMA’s credentials and experience are extensive, as the MSBA designated OPM assigned to work on the Nixon roof project, PMA’s performance has not demonstrated that value expressed in the presentation. NETCO’s police building experience has been primarily in the western part of the state and appears less extensive than desired. Taking into consideration all presentations and proposal information, the Committee was most favorably impressed with CMS.

Taking into account the approach, skills, team strength, capacity and chemistry as demonstrated this evening with the additional qualifications presented in the written proposal, the Permanent Building determined Construction Monitoring Services, Inc. (CMS) to be the most suited for this project. Therefore, it was voted to select, subject to fee negotiations, CMS as the Owner’s Project Manager (OPM) for the Police Headquarters project Phase II and Phase III services with Phase III to be contracted upon funding. The selection was based on the following reasons:

- Firm possesses the minimum qualifications set forth in the Request for Qualifications: minimum of recent experience in last five years in the management of police station design and construction projects by the principals assigned to the project; at least seven years of relevant experience in the construction and supervision of construction of buildings; Massachusetts registration and licensing; thorough knowledge of the Massachusetts State Building Code, the Americans with Disabilities Act, and regulations of the Architectural Barriers Board; and knowledge of, and familiarity with, requirements of Chapter 579 of the Acts of 1980 (Omnibus Construction Act) for Public Construction and Chapter 193 of the Acts of 2004; recent experience in projects with “green” and “sustainable” building features;

- Scope of services offered is appropriate to the needs of the Town;
- Recent experience in project management of Police Station design and construction projects within the last five years;
- Qualifications of the firm and specific key individuals proposed to be assigned to the project;
- Ability of firm and key individuals to work with Town personnel, Committee and Designer;
- Demonstrated ability of team members to work together on comparable projects;
- Capacity in terms of staffing and resources to handle the project;
- Financial stability of the firm;
- Cost control experience;
- Achievements demonstrating design excellence;
- Demonstrated familiarity with the public bid construction process.

Mr. Melnick, Mr. Perry and Chief Nix will contact various CMS references after which Mr. Melnick will contact CMS for a fee proposal. It was noted that the not-to-exceed limit was set forth in the amount of \$72,000 for the Phase II project as presented at Town Meeting.

Police Headquarters Design Design proposals for Phase II and III have been received from The Carrell Group and ICON Architecture and will be provided to CMS for review.

Meeting Schedule and Agenda The time set for the September 5, 2013 meeting previous posted will be changed to 7:30 p.m. and the agenda revised to the following: 1) Contract negotiations with CMS; 2) Architect selection in concert with CMS; 3) Discussion with BH+A on the Town Hall study (pending availability); and 4) Nixon roof project status.

There being no further business, the meeting was adjourned at 11:00 p.m.

Respectfully submitted,

Elaine L. Jones