

PERMANENT BUILDING COMMITTEE
Minutes September 5, 2013

Present: Co-Chairs Michael Melnick and Elaine Jones, William Braun, Gifford Perry and John Porter. Also present: Facilities Director James Kelly; CMS Representatives: Jim Byrne, Paul Griffin, and Neil Joyce.

The meeting was called to order at 7:30 p.m. at the DPW.

Project Management Services – Police Headquarters Project As requested, pursuant to the selection of Construction Management Services, Inc. (CMS) as the Owner's Project Manager (OPM) for the Police Headquarters project pending contract negotiations, a fee proposal had been submitted by CMS for review.

In accordance with the Town's Request for Qualifications, CMS provided the fee for Phase II and Phase III; however, while the fee for both will be negotiated at this time, the contract to be signed will reflect only Phase II for which the Town has received funding. Upon review of the fee proposal, the consensus of the Committee was to request CMS to provide a detailed breakdown in order to sort out whether there are services which can be eliminated or whether CMS can lower the fee in total. In the opinion of the PBC members, the rates set forth appeared to be in keeping with standards for OPM work.

Upon later discussion with the CMS Principals Jim Byrne and Paul Griffin and Project Manager Neil Joyce attending, CMS informed the Committee that the construction phase was projected to be a fourteen-month time period being twelve months actual construction (all time which would require the presence of a Clerk on site) and two months for closeout also requiring the presence of a Clerk on site. While most of their time would initially be spent with the Architect, CMS anticipated two Committee meetings per month over an eight-month period and included extensive public outreach prior to Town Meeting and the Special Election. Mr. Melnick and Mr. Braun explained the Committee's concern relative to the overall budget and CMS left the meeting to discuss a response. Upon return, CMS proposed restructure of the fees: the revised Phase II fee is \$54,000 with the Phase III fee at \$170,000.

After private discussion as to the benefits of the change, the Committee agreed to the fees proposed and so advised CMS. CMS will revise the price proposal which will be incorporated into the Agreement for Phase II services. It was decided that Mr. Melnick would serve as the Committee's point of contact for administration and cost issues and Mr. Kelly would be the point of contact for practical matters and would also inform the Chief of Police. Materials developed would be sent by email to the Committee, Associates, and Mr. Kelly as a group. CMS was advised that the PBC in combination with Mr. Kelly would be responsible for most of the meetings with the various Town Boards and Committees.

As requested Project Manager Neil Joyce provided three quotations and a breakdown on each for the initial on-ground survey at the project location. Proposals were solicited from Places Associates, Judith Nitsch Engineering, and Dennis O'Brien Land Surveying. After review, the Committee voted to award the contract to Places Associates, who had done prior work relative to

the site for The Carrell Group, for the sum of \$7,500 with the not to exceed sum of \$350 for the direct cost of reimbursables. It was agreed that the contours on the existing plan at 2' are sufficient for the purpose. CMS was also directed to obtain a quote from Places Associates to include determination and setting of metes and bounds.

Architect Selection – Police Headquarters Project Two proposals were submitted pursuant to the Request for Qualifications for Designer Services: The Carrell Group, Inc., 85 Main St., Hopkinton, MA and ICON Architecture, 38 Chauncy St., Boston, MA. The services include but are not limited to the following: Phase II services involving site investigation and administrative filings, and preparation of final design drawings with technical construction documents suitable for bidding based on a schematic design approved at the at the 2013 Annual town Meeting and subsequent ballot; Phase III bidding and construction administration services upon approval by Town Meeting and subsequent ballot. While Phase III services will not be contracted at this time, a fee proposal will be requested and negotiated.

CMS informed the Committee that both proposals had been reviewed and that they highly recommend an award to The Carrell Group. While CMS has not worked previously with The Carrell Group they have reviewed and have been impressed with the previous work, reports, and presentations performed by The Carrell Group relative to the Police Station design. A letter of recommendation will be forthcoming for the record.

The Committee members discussed its review of the two proposals and a made a determination that ICON Architecture does not have the requisite experience in police station design. A determination was also made that no interviews would be required.

It was determined that The Carrell Group presented an exemplary understanding of the Police Department operations and needs through its past study and schematic drawing preparation which form the basis for the final design. The Carrell Group has also demonstrated its commitment to the project and has had a good working relationship with the Town over the years. Therefore, it was voted unanimously to award, subject to satisfactory fee negotiation, a contract for Phase II services to The Carrell Group with Phase III services to be contracted upon funding approval for the following reasons:

- Firm possesses the minimum qualifications set forth in the Request for Qualifications: 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 the design of Police Stations with “green” and “sustainable” building features
- Scope of services offered is appropriate to the needs of the Town
- Recent experience in design of Police Stations within the last five years
- Qualifications of the firm and specific key individuals proposed to be assigned to the project
- Ability to meet schedule
- Financial stability of the firm

- Cost control experience
- Achievements demonstrating design excellence
- Demonstrated familiarity with the public bid construction process
- Recommendation of the Owner's Project Management team.

CMS will contact Mr. Carrell and request a fee proposal which will be negotiated at the September 12th meeting.

Mr. Melnick apprised CMS of some project issues: building orientation, antenna which requires a visual to Nobscot Mountain and relocation of the access off Hudson Rd., Sudbury Housing Authority's Musquetahquid Village.

Fairbank Community Center Master Plan The Committee has been notified by Reinhardt Associates that it is withdrawing its proposal for consideration due to an increased workload. It was voted to invite OMR to interview at 9 p.m. being the alternate selected during the shortlist process.

Town Hall Project Mr. Kelly reported that he and Mr. Melnick had met with the Director of Planning & Community Development and the Town Manager recently to discuss the status of the Town Hall Project. As a result of that meeting it was decided to request BH+A to provide a proposal/cost for additional scope work: restoring/upgrading the Town Hall building as presently occupied with space incorporated for School Department offices and conference use pursuant to a BH+A program study and which includes creating accessibility.

Meeting Schedule The meeting notice posted for Thursday, September 12 will be revised to indicate commencement at 7:30 p.m. with the agenda changed to the following: review and discussion of the architect's fee proposal with the OPM; an initial 8 p.m. meeting with the architect and OPM relative to the final design project, including contract negotiations; appointment of Associate Member; and discussion of other current projects.

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

Respectfully submitted,

Elaine L. Jones