

PERMANENT BUILDING COMMITTEE
Minutes - February 15, 2006

Present: Co-Chairs Bruce Ey and Elaine Jones, Craig Blake, James Cummings, and Michael Melnick. Also present: Police Chief Peter Fadgen.

The meeting was called to order at the Flynn Building at 7:30 p.m. for the purpose of Designer Selection for the Feasibility Study for the new Police Station on Town-owned land.

Police Station Feasibility Study Interview Sessions Prior to the interview sessions, Mr. Blake presented information about the firms gleaned from three project committees from other Towns based on their experiences with the firms.

The Permanent Building Committee, acting as the Designer Selection Committee, held interviews with two firms.

Kaestle Boos Associates, Inc., 325 Foxborough Blvd., Suit 100, Foxborough, MA 02035, with additional offices in Connecticut and New Hampshire. Present: Jeffery R. McElravy, AIA, Public Safety Programming Consultant, and Kevin Witzell, Project Architect.

Mr. McElravy advised the group that Principal-in-Charge Michael McKeon and Project Architect Joseph Milani named in Kaestle Boos' Proposal were no longer assigned to this project, however, Michael McKeon would be involved as a Partner in the project and Mr. Witzell is proposed as the new Project Architect for this Study. Mr. McElravy stated that the firm has been in existence for forty-three years with an initial focus on school design. At this time they have become specialists in Public Safety projects and have incorporated a Public Safety Facilities Division within the company with clients along the eastern seaboard. Mr. McElravy also acts as a consultant to other architectural firms in his capacity as Public Safety Programming Consultant. He is present in Massachusetts two days per week. Mr. McElravy described how Mr. Witzell and he would interact on the project, with Mr. Witzell being largely concerned with plans and specifications and integration of data and Mr. McElravy providing his expertise in specific areas in addition to overview of the project.

Mr. McElravy illustrated the firm's methodology by showing various iterations of the Holliston Police Department for whom a study was prepared. A sample report was submitted for viewing by the Committee as well, and other example projects were presented.

In response to Committee questions, Mr. McElravy advised that a new code standard requires the use of non-combustible building material when more than two are detained in institutional occupancy; emergency communications centers must also be constructed of non-combustible materials. All other portions of a station require sprinklers. He also advised that the security aspects of the project are best designed by a specialist in that area, rather than a mechanical engineer. He explained how the firm evaluates project costs and noted that the escalation of 15-20% more over the last three years is holding. He estimated the square foot construction costs to be from \$250 - \$270/s.f. for a 20,000 s.f. building, with an additional amount of \$200,000 for furniture and equipment, and \$300,000 - \$400,000 for communications equipment.

In response to other questions, Mr. McElravy commented on HVAC problems in the Brewster project which necessitated valve replacement and noted other problems encountered on other projects.

McElravy commented that the time allotted for the Feasibility Study was really difficult and advised that three months would be beneficial.

For additional information, see proposal on file dated February 9, 2006.

The Carell Group, Inc., 85 Main Street, Hopkinton, MA 01748.
Present: Gregory Carell, Principal and Project Architect.

Mr. Carell noted that The Carell Group deals exclusively with all phases of public safety projects in house and described his office team. He stated that the main focus of design is functionality and consideration of operating economics. A building must also fit historically, and be appropriate for the Town. He described his approach to the Feasibility Study and produced presentation boards illustrating the problems with the current layout and building which he had encountered and documented on his recent site visit. He also presented an overview of the projected site location for discussion, and sample materials such as a cost estimate, programming report, and budget worksheet. With regard to program development, he recommended the use of a questionnaire for completion by police personnel so that all have a part in the design process. To illustrate his recent work, Mr. Carell produced schematics of the Hopkinton Police Station.

In response to Committee questions, Mr. Carell noted that he had no problem with the timeframe allotted for the Study. As for project problem areas, he noted that he has hired a new HVAC engineer and employs contractor review of project drawings for general quality control. Construction cost creep is dealt with conservatively and it was noted that the 23,000 s.f. Walpole project was estimated at \$300 s.f.

For additional information, see proposal on file dated February 9, 2006.

Fire Department North Road Substation Project The Committee and Mr. Carell discussed the design status of the Fire Substation floor and drain replacement project which had been budgeted without taking into account new regulations. The State now requires that disposal of industrial waste requires an MDC oil and gas separator and tight tank with an alarm. No variance is allowed from the State. It was also noted that a permit will be required from the DEP. On the basis of past development in the area, Mr. Ey suggested that because of the location of the watertable, it would not be necessary to include sleepers and tie downs for the tight tank which should save some money. It was agreed that the tile floor replacement in the day rooms would be an add alternate. Ms. Jones will request Diversified Environmental Corporation to test for asbestos so that a report can be included in the specification.

Police Station Feasibility Study After completion of the interviews, the Committee and the Chief discussed the firms, the personnel assigned to work on the project, the approach and other Town's experiences. Although the Chief was impressed with both firms, he particularly was impressed with the expert credentials of Mr. McElravy. Chief Fadgen noted that development of public awareness and publicity for the project is a big component of the total project. Committee members were unanimously of the opinion that The Carrell Group was a better fit for the Town should the design and construction go forward, noting also that Mr. Carell had designed the Fire Headquarters on the same site.

The PBC, acting as the Designer Selection Committee, compared each firm's representations and qualifications relative to the criteria for making the selection and, after extensive deliberation, selected The Carell Group, Inc. to perform the Feasibility Study because of its overall and recent experience in designing police stations, availability, and suitability for the project in the context of the overall Town historic scheme.

The decision was rendered on the following basis:

- experience and professional qualifications of the personnel assigned to the project;

- overall recent extensive experience particularly related to similar projects;
- qualifications and experience of consultants who will work with the applicant on the project;
- ability to meet time commitment and schedule;
- past performance on similar public projects, including good cost control record;
- ability to adequately staff the project through all phases;
- responsiveness to Request for Proposal and general familiarity with the project;
- experience with public sector bidding;
- financial stability of firm.

It was unanimously voted to enter into a contract for the Feasibility Study pursuant to the RFP and Proposal received from The Carell Group, Inc. for a sum not to exceed \$25,000 including reimbursable expenses and travel; and to authorize the Chairs to execute any documents relative thereto.

Ms. Jones will so notify the applicants and prepare a contract document for execution.

Minutes The minutes of the November 28 and December 7, 2005 and the minutes of January 14, and February 9, 2006 were tabled.

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

Respectfully submitted,

Elaine L. Jones