

PERMANENT BUILDING COMMITTEE
Minutes – May 31, 2018

Present: Co-Chairs Michael Melnick and Elaine Jones, Craig Blake, John Porter, Joseph Sziabowski, and Associate Member Nancy Rubenstein. Also present: James Kelly, SHS Director Sally Hild, SHS President Stewart Hoover, CPC member Chris Morely, and Frank Riepe.

The meeting was called to order at 8:00 p.m. at the DPW Conference Room.

Minutes The minutes of April 4, 2018 were approved.

Loring Parsonage Project Mr. Melnick has been working with Architect Lynne Spencer (SSV) in regard to adjustments to the Phase I, 2015 contract for schematic design and construction documents based on an anticipated construction cost of \$800,000. Based on the current construction cost estimate of \$1,000,000, a contract amendment, in the amount of \$16,800, was approved as an adjustment to the original contract based on agreement between the parties.

Relative to Phase II of the project, SSV has suggested 8 ½ months in the amount of \$51,300 for construction administration but agreed to a 6-month period in the amount of \$30,000 with any increase necessary through no fault of the Architect or Engineer at \$5,000 per month. This will be the basis of the Phase II contract with the fee for the bidding portion at \$6,000 as agreed.

Mr. Melnick provided an update on the project which now includes a 400 amp electrical service without inclusion of the installation of the conduit to the street. A site visit is scheduled for June 1 with Town Engineer Bill O'Rourke to confirm the presence of a spare conduit for the electrical service. Because of the ledge under the ell, there will be no basement access except through the bulkhead. A VESDA alarm system is not required, but Sudbury Historical Society (SHS) would like to have it included, perhaps as a bid Alternate. It also might be possible to install the PVC for the system and install the alarm later.

SHS has interviewed a potential Clerk of the Works who has had experience with Lexington's Bucknam Tavern. This individual's pay is estimated to be \$2,000/month for 2 or 3 days per week. While a full-time clerk is the ideal, the use of a remote monitored camera 24/7 was suggested.

Town Hall Restoration and Renovation Project Present: Neil Joyce and Scott Lubker, Construction Monitoring Services, Inc.

It was noted that while 62 RFQ's were requested by architects and consultants and sent out thanks to Kathy Plante of the Facilities Department, seven design proposals have been submitted in response to the RFQ for Design Services. All seven proposers attended the site walk conducted by Town Electrical Inspector Arthur Richard and Mr. Joyce.

The proposers were (in alphabetical order): Bargmann Hendrie + Archetype, Inc., Context Architecture, Dietz & Company Architects, RGB Architects, Spencer Sullivan & Vogt, Inc.,

Tappe Architects, and TBA Architects.

Mr. Joyce summarized the selection process as set forth by the Commonwealth of Massachusetts Designer Board and related legislation and noted that it was not a requirement to interview candidates if the Committee's evaluation of the proposals resulted in a clear singular recommendation.

The members reviewed the criteria and rated the proposers' responses accordingly, concluding that based on the discussion an interview of the candidates would not be necessary.

Members of the Permanent Building Committee, acting as the Designer Selection Committee, determined Bargmann Hendrie + Archetype, Inc.(BH+A) to be best suited for this project by its credentials submitted in response to the RFQ augmented by having conducted a conditions assessment and feasibility study of the Town Hall in 2013.

The following additional reasons for the determination were set forth:

- Massachusetts registration and licensing in all applicable disciplines;
- Thorough knowledge of the Massachusetts State Building Code (8th Edition), the Americans with Disabilities Act, and regulations of the Architectural Barriers Board;
- Thorough 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, as may be amended.
- Scope of services offered and their appropriateness to the needs of the Town
- Recent experience in design work relative to historic Town Hall restoration/renovation within the last five years
- References
- Qualifications of the firm and specific key individuals proposed to be assigned to the project
- Ability of firm and specific key individuals to work with Town personnel and Committee
- Demonstrated ability of team members to work together on comparable projects
- Accessibility of team to the project area
- Ability to meet schedule
- Financial stability of the firm
- Cost control experience
- Achievements demonstrating design excellence
- Demonstrated familiarity with the public bid construction process

Upon this determination, the Committee proceeded to set an upset limit for the design services which will not be disclosed to BH+A. Mr. Joyce will contact Mr. Bargmann and inform him of the decision and request that BH+A submit a Phase I fee proposal for consideration by the PBC at its meeting of June 6. If the fee is acceptable to the Committee, it will recommend that a contract be awarded by the Town Manager.

Meeting Schedules A meeting will be posted for Wednesday, June 6, 2018, which will include review of the Phase I fee proposal for the Town Hall project. If approved, a subsequent project

introductory meeting will be posted for Thursday, June 14, 2018. Both meetings to commence at 7:30 p.m in the DPW Conference Room. Mr. Joyce will notify Mr. Bargmann.

There being no further business, the meeting was adjourned at 10:15 p.m

Respectfully submitted,

Elaine L. Jones