

PERMANENT BUILDING COMMITTEE

Minutes – June 30, 2021

Present: Co-Chairs Michael Melnick and Elaine Jones, Craig Blake, Nancy Rubenstein, Ahnuraj Shah, Jennifer Pincus, Combined Facilities Director William Barletta and Sudbury Fire Chief John Whalen.

The ZOOM meeting hosted by Combined Facilities Director William Barletta was called to order at 7:00 p.m. by Co-Chair Elaine Jones.

Fire Station No. 2 Phase 1 Project

The Permanent Building Committee (PBC) acknowledged receipt of the Kaestle Boos Associates, Inc. (KBA) proposal for design services which is specifically related to the Phase 1 housing/living/office portion of the Fire Station No. 2 project approved by the Annual Town Meeting 2021 vote under Article 16 in the amount of \$4,300,000. PBC Project Manager Craig Blake indicated that all additional consultant services project costs appear to be covered in the proposal. It was confirmed that no hazmat services of the station are required. The extent of any required wetlands delineation for Phase 1 will be determined after Mr. Barletta confers with the Conservation Coordinator.

In regard to the proposed language included in the draft Designer Agreement prepared by Co-Chair Jones, it was noted that a required cost estimate at 90% of design differed from the cost estimate at 80% included in the KBA proposal and the discrepancy would need to be resolved with KBA. An additional item to be explored with KBA by Mr. Blake and Mr. Melnick is that the line item budget in the cost estimate utilized for the Town Meeting vote included \$42,000 for FF&E (Furniture, Fixtures, & Equipment) in comparison to the March 23, 2021 fee proposal which indicates an extra service item in the amount of \$12,000.

A proposed project schedule from KBA will be required noting that the schedule will also be needed for inclusion in the RFP (Request for Proposal) document prepared to be advertised for the OPM position. It was noted that the KBA budget amount for the OPM position presented in the February 2021 Opinion of Probable Costs is satisfactory and will allow for the inclusion of a full-time Clerk of the Works.

It is the intent to finalize both the final design contract language for KBA's services and the OPM RFP documents at the next PBC meeting.

Fairbank Community Center Project The use of a portion of the Haskell Field lot for additional parking is to be included in the Planning Board site plan process. Although not defined by the Board, in his response to inquiry by Compass (OPM) at the request of the PBC at the June 24, 2021 meeting, Planning Board Director Duchesneau's interpretation of the Zoning bylaw was that the Planning Board would require a full survey of the Haskell parking area to the level of that done for the building site, projected to cost \$7,500. It has been determined that there is no existing plan on file with the Town's Engineering Department. Mr. Blake restated his belief that such an extensive plan would not be required and that an accurate drawing delineating parking, crosswalks, and catch basins with the latter located by aerial means would be sufficient. It was decided that the best path forward is to have

OPM Compass Project Management (CPM) arrange a meeting with the Planning Director and the Planning Board Chair, along with Mr. Blake, to discuss a process acceptable to the Planning Board. Project Manager Pincus will contact Compass in this regard.

Relative to the required hydrant fire flow test, Mr. Blake has contacted the Sudbury Water District and, while no current flow test data is available, the District has expressed its willingness to undertake the test process at no charge.

Ms. Pincus reported that BH+A is working with the user groups in separate meetings to refine the room uses and locations. In that context Mr. Bargmann has invited Council on Aging Chair Mr. Levine to tour other constructed projects to assist in sizing the Community Center multi-purpose room. Mr. Barletta stated his intention to join the tour.

Other Business After a brief discussion as to past practices relative to a Project Manager(s) discretion in change order approval, it was on motion by Mr. Blake seconded by Mr. Shah voted unanimously to require prior Permanent Building Committee approval for all design phase change orders and to give the Project Manager(s) the discretion to approve any individual construction change order up to and including \$5,000.

Minutes It was on motion by Mr. Blake seconded by Mr. Shah unanimously voted to approve the minutes of June 16, 2021. The revised minutes of June 10 and the minutes of June 24, 2021, were held for review.

Meeting Schedule It was suggested and agreed that meetings could be held every other week by consolidating the two projects in one meeting. Generally, if possible for all member, afternoon meetings could also be a consideration. Thursdays were the prime consideration, but the dates need to be explored with the OPM and Architects.

Mr. Barletta will schedule the next ZOOM meeting for Thursday, July 8, 2021, at 6:30 p.m.*

There being no further business, the meeting was adjourned at 8:33 p.m.

Respectfully submitted,

Elaine Jones

* Note: As the ZOOM capability was determined after the meeting as not available on this date, the meeting was rescheduled to Wednesday, July 7, 2021.