

PERMANENT BUILDING COMMITTEE  
Minutes – September 28, 2021

Present: Co-Chair Elaine Jones, Craig Blake, Ahnuraj Shah, Jennifer Pincus, and John Kraemer.

The ZOOM meeting was called to order at 3 p.m. by Co-Chair Elaine Jones.

Fire Station No. 2 Mr. Blake stated the purpose of the meeting is to discuss and approve the Owner's Project Management fee revision proposed by Construction Monitoring Services (CMS), the selected OPM, with the goal of forwarding a contract for signing to the OPM and Town Manager based on the revised proposal.

As background, he informed the members that CMS's total proposed OPM fee, including full-time on-site representation during construction, of \$365,000 is more than double the allowance included in the Fire Station's Opinion of Probable Cost for the Phase 1 project prepared by Kaestle Boos Associates (KBA) for the Town for vote at the 2021 Annual Town Meeting. The Phase 1 project involves a new building at the Station No. 2 site for Fire Department living and office use. The Phase 1 included a \$157,000 (5% of construction cost) budget for OPM services. Mr. Blake stated that based on discussions with several OPM firms, a reasonable OPM fee for the Fire Station Phase 1 project would be in the range of \$350,000 - \$375,000 based on the current KBA project schedule. As this budgeted amount is insufficient for a project of this size, both proposal review team members John Kraemer and Craig Blake agreed to request that CMS break down the original proposal to include both fixed and hourly rates based on the assumption that if a shorter schedule could be attained, the OPM cost would be reduced accordingly. It was noted also that in comparison, the proposed CMS hourly rates for OPM services are less than those OPM services contracted on the Fairbank Community Center project. Mr. Kraemer noted that if the construction period was longer than that specified in the construction contract, the additional OPM fees could potentially be recovered under construction contract liquidated damages.

It was noted that the CMS fee proposal did not include the original on-site representative included in CMS's RFQ response but referred to one to be determined. Mr. Blake explained that based on a conversation during fee proposal negotiations with Neil Joyce of CMS, that the "to be determined" on-site representative was related to CMS's ongoing effort to address the project's OPM budget overrun by procuring the services of a less expensive on-site representative that would still be acceptable to the Committee. Also, it was noted that due to the size of the project, there will be no need for any independent cost estimates commissioned by the OPM to check the architect-provided cost estimates. The OPM Agreement will be updated to require PBC approval of CMS's proposed on-site representative.

A motion to recommend to the Town Manager that the Town enter into a contract with Construction Monitoring Services, Inc. for owner's project management services related to the construction of the Fire Department No. 2, Phase 1 project in accordance with the CMS fee proposal dated September 14, 2021, was voted unanimously.

Other Matters Facilities Director William Barletta informed the PBC that the Town intends to contract directly with Select Energy relative to the installation of solar energy equipment on or at several Town municipal buildings. The Select Energy contract will include the services of a roofing

contractor contracted by Select Energy. The Town will have the ability to opt out at any point along the solar energy system design process. Mr. Barletta reported on the solar energy projects contemplated.

There being no further business, the meeting was adjourned at 3:45 p.m.

Respectfully submitted,  
Elaine L. Jones