# TOWN OF HARVARD

### MUNICIPAL BUILDINGS COMMITTEE



**Meeting Minutes** – 26 January 2011, 10:30 AM -12:30 PM, Town Hall Meeting Room

#### **Attendees**

Marie Sobalvarro, Pete Jackson, Lucy Wallace, Willie Wickman, Doug Coots, Ron Ostberg (chair), Carlene Phillips (visitor)

- 1. Discussed preparations for meeting with CPIC including funding request, (see attached) on January 27<sup>th</sup>.
- 2. Continued preparation of final report and presentation to BOS on February 1st.

Attached: Soft Cost Analysis

## Town Hall - 1<sup>st</sup> Phase of 2-Phase Scheme

Estimated Const. Cost (CC) - \$2.59m + \$.53m for enabling rd/parking work = \$3,120,000 Budgeted Soft Cost (SC) - 30% of \$2.59m (\$.78) + 15% of \$.52m (\$.08m) = \$860,000 (27% of CC)

	Schematic	Design &	Const.&		%of	%of
	Design (20%)	Bidding (60%)	Comis'g (20%)	Total	SC	CC
A. Consultant Fees	2 63.811 (2070)	21441118 (0070)	6011110 8 (2070)		- 50	
&Expenses						
1. A/E (std services &	Main Package			210,000		
cost estimating,	42,000	126,000	42,000	(8% of CC)		
lighting, security	Civil Package	,	,	30,000		
signage, tel/data	6,000	18,000	6,000	(6% of CC)		
2. OPM	15,000	40,000	55,000	110,000		
3. Commissioning		15,000	15,000	30,000		
4. LEED documentation		1,000	1,000	2,000		
5. Owner's estimate	5,000	15,000		20,000		
6. Code req'd Stru'l rev.		2,000		2,000		
7. Energy modeling*	20,000			20,000*		
8. Surveys & Analysis						
a. Geotech						
b. Topographic						
c. Hazardous mat'ls	20,000	10,000		30,000		
9. Legal	3,000		3,000	6,000		
10Print'g & Advert'g		9,000		9,000		
11. Reimburseables	2,000	2,000	2,000	6,000		
Sub-total	113,000	238,000	124,000	475,000	55	15
	,	,	,			
B. Procurements	,	,	,	,		
	,	,	7.555	· ·		
B. Procurements	,	,	50,000	50,000		
B. Procurements & Services	,	,				
<ul> <li>B. Procurements</li> <li>&amp; Services</li> <li>1. Furniture (non-fixed)</li> <li>2. Equipment</li> <li>a. Telephone equpm't</li> </ul>		,				
<ul> <li>B. Procurements</li> <li>&amp; Services</li> <li>1. Furniture (non-fixed)</li> <li>2. Equipment</li> <li>a. Telephone equpm't</li> <li>b. A/V/camera system</li> </ul>		,				
<ul> <li>B. Procurements</li> <li>&amp; Services</li> <li>1. Furniture (non-fixed)</li> <li>2. Equipment</li> <li>a. Telephone equpm't</li> <li>b. A/V/camera system</li> <li>c. Security system</li> </ul>		,	50,000	50,000		
<ul> <li>B. Procurements</li> <li>&amp; Services</li> <li>1. Furniture (non-fixed)</li> <li>2. Equipment</li> <li>a. Telephone equpm't</li> <li>b. A/V/camera system</li> <li>c. Security system</li> <li>d. Low voltage wiring</li> </ul>		,	50,000 34,000	50,000 34,000		
<ul> <li>B. Procurements &amp; Services</li> <li>1. Furniture (non-fixed)</li> <li>2. Equipment <ul> <li>a. Telephone equpm't</li> <li>b. A/V/camera system</li> <li>c. Security system</li> <li>d. Low voltage wiring</li> </ul> </li> <li>3. Clerk of the Works</li> </ul>		,	34,000 80,000	34,000 80,000		
<ul> <li>B. Procurements</li> <li>&amp; Services</li> <li>1. Furniture (non-fixed)</li> <li>2. Equipment</li> <li>a. Telephone equpm't</li> <li>b. A/V/camera system</li> <li>c. Security system</li> <li>d. Low voltage wiring</li> <li>3. Clerk of the Works</li> <li>4. Materials Testing</li> </ul>			50,000 34,000	50,000 34,000		
B. Procurements & Services  1. Furniture (non-fixed)  2. Equipment a. Telephone equpm't b. A/V/camera system c. Security system d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo			34,000 80,000	34,000 80,000		
<ul> <li>B. Procurements &amp; Services</li> <li>1. Furniture (non-fixed)</li> <li>2. Equipment <ul> <li>a. Telephone equpm't</li> <li>b. A/V/camera system</li> <li>c. Security system</li> <li>d. Low voltage wiring</li> </ul> </li> <li>3. Clerk of the Works</li> <li>4. Materials Testing</li> <li>5. Abate't/Demo <ul> <li>a. Septic System</li> </ul> </li> </ul>			34,000 80,000 5,000	34,000 80,000 5,000		
B. Procurements & Services  1. Furniture (non-fixed)  2. Equipment a. Telephone equpm't b. A/V/camera system c. Security system d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo a. Septic System b. Asbestos/Lead pt			34,000 80,000 5,000	34,000 80,000 5,000		
B. Procurements & Services  1. Furniture (non-fixed) 2. Equipment a. Telephone equpm't b. A/V/camera system c. Security system d. Low voltage wiring  3. Clerk of the Works 4. Materials Testing 5. Abate't/Demo a. Septic System b. Asbestos/Lead pt  6. Moving			34,000 80,000 5,000	50,000 34,000 80,000 5,000 50,000 10,000		
B. Procurements & Services  1. Furniture (non-fixed)  2. Equipment a. Telephone equpm't b. A/V/camera system c. Security system d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo a. Septic System b. Asbestos/Lead pt  6. Moving  7. Relocation			34,000 80,000 5,000	50,000 34,000 80,000 5,000 50,000 10,000 Not included		
B. Procurements & Services  1. Furniture (non-fixed)  2. Equipment     a. Telephone equpm't     b. A/V/camera system     c. Security system     d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo     a. Septic System     b. Asbestos/Lead pt  6. Moving			34,000 80,000 5,000	50,000 34,000 80,000 5,000 50,000 10,000	27	7
B. Procurements & Services  1. Furniture (non-fixed)  2. Equipment a. Telephone equpm't b. A/V/camera system c. Security system d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo a. Septic System b. Asbestos/Lead pt  6. Moving  7. Relocation			34,000 80,000 5,000	50,000 34,000 80,000 5,000 50,000 10,000 Not included		7
B. Procurements & Services  1. Furniture (non-fixed)  2. Equipment			34,000 80,000 5,000	50,000 34,000 80,000 5,000 50,000 10,000 Not included		7
B. Procurements & Services  1. Furniture (non-fixed)  2. Equipment a. Telephone equpm't b. A/V/camera system c. Security system d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo a. Septic System b. Asbestos/Lead pt  6. Moving  7. Relocation Sub-Total  C. Contingencies			34,000 80,000 5,000	50,000 34,000 80,000 5,000 50,000 10,000 Not included 229,000		7
B. Procurements & Services  1. Furniture (non-fixed)  2. Equipment a. Telephone equpm't b. A/V/camera system c. Security system d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo a. Septic System b. Asbestos/Lead pt  6. Moving  7. Relocation Sub-Total  C. Contingencies  1. Inflation			34,000 80,000 5,000	50,000 34,000 80,000 5,000 10,000 Not included 229,000 not forecast		7

Total Total			860,000	100	27	1
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## Hildreth House – Renovation and Addition

Estimated Const. Cost (CC) - \$1,800,000

Budgeted Soft Cost (SC) - 30% of \$1,800,000 = \$540,000

	Schematic	Design &	Const.&		%of	%of
	Design (22%)	Bidding (58%)	Comis'g (20%)	Total	SC	CC
A. Consultant Fees	<u> </u>		, , , , , , , , , , , , , , , , , , ,			
&Expenses						
1. A/E (std services &	35,000	85,000	35,000	155,000		
cost estimating,	33,333	55,555	55,555	(9% of CC)		
lighting, security				,		
signage, tel/data						
2. OPM	10,000	30,000	30,000	70,000		
3. Commissioning			•			
4. LEED documentation		1,000	1,000	2,000		
5. Owner's estimate	5,000	9,000		14,000		
6. Code req'd Stru'l rev.		1,500		1,500		
7. Energy modeling		·		•		
8. Surveys & Analysis						
a. Geotech						
b. Topographic						
c. Hazardous mat'ls	15,000			15,000		
9. Legal	1,500		1,500	3,000		
10Print'g & Advert'g		5,000		5,000		
11. Reimburseables	1,500	1,500	1,500	4,500		
Sub-total	68,000	133,000	69,000	270,000	50	15
	•	,	,			
B. Procurements		·	,	,		
B. Procurements & Services		·		<u> </u>		
		,	,	60,000		
& Services		,		·		
& Services  1. Furniture (non-fixed)		,	,	·		
<ul><li>&amp; Services</li><li>1. Furniture (non-fixed)</li><li>2. Equipment</li></ul>		,	,	·		
& Services  1. Furniture (non-fixed)  2. Equipment     a. Telephone equpm't     b. A/V/camera system     c. Security system		,		·		
& Services  1. Furniture (non-fixed)  2. Equipment     a. Telephone equpm't     b. A/V/camera system		,		·		
& Services  1. Furniture (non-fixed)  2. Equipment     a. Telephone equpm't     b. A/V/camera system     c. Security system		,		60,000		
& Services  1. Furniture (non-fixed)  2. Equipment     a. Telephone equpm't     b. A/V/camera system     c. Security system     d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing		,		60,000		
& Services  1. Furniture (non-fixed)  2. Equipment     a. Telephone equpm't     b. A/V/camera system     c. Security system     d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo		,		20,000 50,000		
& Services  1. Furniture (non-fixed)  2. Equipment     a. Telephone equpm't     b. A/V/camera system     c. Security system     d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo     a. Septic System		,		20,000 50,000 5,000		
& Services  1. Furniture (non-fixed)  2. Equipment     a. Telephone equpm't     b. A/V/camera system     c. Security system     d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo     a. Septic System     b. Asbestos/Lead pt				20,000 50,000 5,000 25,000		
& Services  1. Furniture (non-fixed)  2. Equipment     a. Telephone equpm't     b. A/V/camera system     c. Security system     d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo     a. Septic System     b. Asbestos/Lead pt  6. Moving			10,000	20,000 50,000 5,000 25,000 10,000		
& Services  1. Furniture (non-fixed)  2. Equipment     a. Telephone equpm't     b. A/V/camera system     c. Security system     d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo     a. Septic System     b. Asbestos/Lead pt  6. Moving  7. Relocation				20,000 50,000 5,000 25,000 10,000 10,000		
& Services  1. Furniture (non-fixed)  2. Equipment     a. Telephone equpm't     b. A/V/camera system     c. Security system     d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo     a. Septic System     b. Asbestos/Lead pt  6. Moving				20,000 50,000 5,000 25,000 10,000	33	10
& Services  1. Furniture (non-fixed)  2. Equipment     a. Telephone equpm't     b. A/V/camera system     c. Security system     d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo     a. Septic System     b. Asbestos/Lead pt  6. Moving  7. Relocation				20,000 50,000 5,000 25,000 10,000 10,000		10
& Services  1. Furniture (non-fixed)  2. Equipment     a. Telephone equpm't     b. A/V/camera system     c. Security system     d. Low voltage wiring  3. Clerk of the Works  4. Materials Testing  5. Abate't/Demo     a. Septic System     b. Asbestos/Lead pt  6. Moving  7. Relocation  Sub-Total				20,000 50,000 5,000 25,000 10,000 10,000		10
& Services  1. Furniture (non-fixed)  2. Equipment				20,000 50,000 5,000 25,000 10,000 10,000 180,000		10
& Services  1. Furniture (non-fixed)  2. Equipment				20,000 50,000 5,000 25,000 10,000 10,000 180,000		10

Total		540,000	100	30
1 O Cai		3-0,000	100	50