

Municipal Building Committee
Minutes of Meeting
1 March 2017

Approved:
March 15, 2017

Location: Memorial Hall, Town Hall

Members present:

Bob Brown
Cal Lawrence
Bob Fryer
Earl Storey
George Barrette
Peter O'Neil

Members absent:

Dexter Blois

Others Present:

Ted Fiffy, Heery
John Badenhausen, Youth & Family Services (Y&FS)
Pat Cullen, Fire Department

Jim Malloy, Town Manager
Tin Htway, Building Commissioner

Mr. Brown called the meeting to order at 8:30 AM.

Open Forum

There was no one here to address the Committee.

Approval of Open Minutes

Mr. Barrette made a motion to approve the minutes of February 15, 2017 and Mr. Storey seconded. VOTED: 6-0-0.

Forbes Building

Mr. Fiffy informed the Committee that Heery has the filed sub-trade bid results. He referred to his overhead slide and noted that the list is also attached to Heery's Report for the Committee's review. Mr. Fiffy pointed out that L&L Contracting was eliminated from the bid list with Mr. Humes' approval since there were circumstances that warranted their removal. He also pointed out that G.V.W. Inc. has restricted their bids for Glass & Glazing and Metal Windows. Mr. Fiffy mentioned that the total for the filed sub bids came in at approximately \$5,766,485.00, which is 50.5% of the total budget. He referred to the last page of his report and informed the Committee that Harold Bros' bid for Plumbing was rejected due to a typographical error relating to the Addenda. Mr. Fiffy felt that the project was on a positive track. He noted that Addenda #1, which contained Town Attorney edits, was issued on February 2nd, and that a Pre-Bid Conference took place on February 15th. Mr. Fiffy reported that Mr. Humes issued Addenda #2 on February 16th after the Pre-Bid Conference in case anything came up. He mentioned that Addenda #2 contained final clarification for filed Sub-bidders. Mr. Fiffy pointed out that Addenda #3 was issued on February 18th which provided further clarification on asbestos abatement scope, defined quantities, and a request for unit pricing in case of unknowns. Mr. Fiffy said that Mr. Humes is working with Fire Prevention on the location of fire extinguishers. Mr. Fiffy noted that Heery had estimators in their Atlanta office go through the details and compare bids with their original estimates and they were right on target. He mentioned that they are tracking for the base bid and all three alternates. Mr. Fiffy informed the Committee that Heery will provide an updated budget and construction schedule at the first MBC meeting of each month. He noted that, once they receive the final general contractor bid, they will update the project budget so the Town will have an idea of the cost. Mr. Malloy requested that Heery speak with Assistant Town Manager, Kristi Williams, along with Mr. Humes, about the Furniture, Fixtures, and Equipment (FF&E) budget to make sure the numbers are correct. He wanted the amount that is being carried in this project to be reasonably accurate for the new furniture planned for the Forbes Building. Mr. Malloy said that he would like an idea of the cost before Annual Town Meeting on March 18th so if there is a deficit then he can request additional funds. Mr. Fiffy said that he will follow up with Ms. Williams, Mr. Humes, and Mr. Collins regarding FF&E.

Mr. Htway mentioned that he is requesting hiring a third party for fire inspection since the Forbes Building will be accessible to the public and contains the Police Station. He wants to insure that the building is safe. Mr. Fiffy pointed out that there are contingency funds factored in to the budget that should cover that cost. Mr. Htway estimated that the amount for a third party inspection should be between \$10,000 and \$20,000. Mr. Fiffy pointed out that the Fire Department will also come in and perform an inspection of the Forbes Building. Mr. Fiffy referred to a "UL" rating (Underwriters Laboratories – an indicator of product quality and certification of safety) and that data will be collected before people occupy the Forbes Building. Mr. Fiffy mentioned that he has been speaking with Mr. Collins, Mr. Humes,

and Buildings & Grounds Supervisor, Frank Cornine, about salvageable items of value. He noted that if there isn't a plan in place for collecting and storing items then the contractor can take possession of these items or throw them out. Mr. Fiffy mentioned that we may want to go through what we'd like to salvage before turning the building over to the general contractor. Once we've identified items we'd like to keep then we need to remove and store them.

It was noted that the Forbes Building is mostly vacant. Mr. Barrette pointed out that the auditorium still needs to be cleaned up. Mr. Fiffy mentioned that we still have time to go through the building before the general contractor takes over. Mr. Lawrence felt that this project shouldn't be responsible for any costs associated with taking salvageable items out. There was a discussion about where salvageable items could be stored and what items can be reused and what cannot. Mr. Fiffy mentioned that they are trying to capture the value of items since some could be bartered or traded for a credit. He noted that we need to be smart about salvageable items since we don't want to spend a lot of money removing items that we can't re-use.

Mr. Fiffy presented the following invoices for payment:

Invoice #281431 for CrossMatch in the amount of \$4,563.00 for the new portable fingerprinting machine.
Invoice #17011 for Jacunski Humes in the amount of \$60,000.00 for Designer Services through 12/15/16.
Invoice #17041 for Jacunski Humes in the amount of \$9,000.00 for Designer Services through 1/16/17.
Invoice #PJIN0005899 for Heery International in the amount of \$9,100.00 for OPM Services through January 2017.
Invoice #PJIN0006165 for Heery International in the amount of \$9,700.00 for OPM Services through February 2017.
Invoice #100296499-01182017 for Worcester Telegram & Gazette in the amount of \$90.00 for the Request for Proposals (RFP's) for the Forbes project.

Mr. Barrette made a motion to approve payment on the invoices listed above and Mr. Fryer seconded. VOTED: 6-0-0.

Mr. Brown thanked Mr. Barrette for coordinating video footage of the Forbes Building with Westborough TV for some "before pictures". The Town will now be able to show results of the renovation project when it is complete. Mr. Malloy mentioned determining who will present the Forbes project at Annual Town Meeting (ATM) in the event there is a need for more funds. Mr. Brown volunteered to represent the MBC with that request if necessary. It was noted that the Committee will need to figure out what the impact is to the tax payer if more money is required. Mr. Malloy felt that Mr. Humes and Mr. Collins should be present at the ATM on 3/18 in case there are any questions. It was noted that General Contractor bids are due 3/9. Mr. Fiffy mentioned that they will update their spreadsheet, which will be posted for all respondents on the Projectdog website, when bidding closes. Mr. Fiffy also pointed out that Heery will have the outcome of the General Contractors bid results to the Town by close of business on 3/9. Heery will review these results to make sure the bids are valid and bonds are in place.

Town Hall

Regarding the Punch List, Mr. Fiffy reported that the directories have been installed and they are close to wrapping up all the details for the Town Hall renovation project.

Fire

Mr. Fiffy informed the Committee that Heery is following up with the HVAC subcontractor, General Mechanical, and they have a meeting scheduled for April 5th to discuss the service contract. He wants to make sure that there is equitable treatment for what's covered under the contract and what is being charged as extra. Mr. Malloy mentioned that we may have an annual fee of \$5,000.00 with Tighe & Bond for reporting to the Department of Environmental Protection (DEP) for a Tier 1 ID fee relating to hazardous material found in the soil. He pointed out that we may end up including that fee in the Fire Department's budget - or Buildings & Grounds - going forward since we'll have to account for this cost for as long as reporting needs to take place. Mr. Malloy noted that these requirements will have to continue for as long as DEP determines this issue needs to be monitored.

Library

There was no new Library business brought before the Committee.

Old Business

There was no old business brought before the Committee.

New Business

There was no new business brought before the Committee.

Executive Session

The Committee did not enter in to Executive Session

Future Meetings

The next Municipal Building Committee meeting will be held on Wednesday, March 15, 2017, at 8:30 AM in the upper level of Memorial Hall at the Town Hall.

Adjournment

Having no further business, Mr. Lawrence made a motion to adjourn the meeting at 9:11 AM. VOTED: 6-0-0.

Respectfully submitted,
Jessica Thomas
MBC Administrative Assistant