

Municipal Building Committee  
Minutes of Meeting  
15 March 2017

Approved:  
April 5, 2017

Location: Memorial Hall, Town Hall

Members present:

Dexter Blois  
Cal Lawrence  
Bob Fryer  
Earl Storey  
George Barrette  
Bob Brown

Members absent:

Peter O'Neil

Others Present:

Peter Collins, Heery  
Tom Ellis, Heery  
Jim Malloy, Town Manager  
Pat Cullen, Fire Department  
Brett Borglund, Explorer Post

Ted Fiffy, Heery  
Brian Humes, Jacunski Humes  
Mark Stockman, MIS/GIS Director  
John Badenhausen, Youth & Family Service (Y&FS)

Mr. Fryer called the meeting to order at 8:35 AM.

**Open Forum**

Brett Borglund from the Explorer Post was present to address the Committee. He wanted to verify that April 1<sup>st</sup> is the date that the Post needs to be out of their current location. The Committee confirmed that date was correct. Mr. Borglund mentioned that their temporary shelter is on site at the DPW and ready to install. He pointed out that the recent snow storm caused a little delay but the shelter should be set up within the next week or two. Mr. Fryer asked about moving the Police gym equipment and locker room supplies in to the Post's garage on March 23<sup>rd</sup> for storage during the renovations. Mr. Borglund said that should work since they will be moving their vehicles out and there will be room in the garage. Mr. Borglund wanted to publicly thank the DPW for allowing them to pull through cable so they have electricity in their temporary shelter.

**Approval of Open Minutes**

Mr. Barrette made a motion to approve the minutes of March 1, 2017 and Mr. Lawrence seconded. VOTED: 4-0-1 (abstention: Blois. Mr. Brown was absent for this vote).

**Forbes Building**

Mr. Humes discussed his initial experience with electronic bidding for the Forbes Building. He felt the process went very smoothly through the Projectdog website and discussed the sealed bid procedure where bids are electronically locked but can be viewed once bidding closes. Mr. Collins referred to Page 5 of Heery's Report and pointed out that the base bid received came in at \$9,570,793 but that amount didn't include Alternates #1, #2, or #3. Mr. Collins mentioned that the total bid, including the three alternates, was \$10,516,168. Mr. Humes reviewed the four addendums that were issued and said that they were mostly minor in scope and provided clarification to the general contractors and subcontractors bidding on this job. He felt that the bids we received were competitive and came in under budget. Mr. Collins informed the Committee that he has been doing some investigative work through DCAMM (Massachusetts' Division of Capital Asset Management & Maintenance) on the top three low bidders – Five Star Building Corp., D.A. Sullivan & Sons, and CTA Construction. Mr. Collins noted that more confirmation is needed to make sure all criteria and requirements have been met before awarding the job. He referred to Heery's Report which contained a "Due Diligence Review" on Five Star Building Corp. since they were the low bidder. Mr. Collins also discussed information he received from visiting the DCAMM office and pointed out the numeric rating on the three low general bidders. Mr. Humes mentioned that he spoke with Bob Beauchemin at Five Star and Mr. Beauchemin went back and double checked their numbers after being notified they were the low bidder. He reviewed the list of subcontractors that Five Star is carrying in their bid and noted that all of these firms were low bidders in their categories. Mr. Humes also mentioned that all three of the low bidders for general contractor carried an amount of \$5.3 million for the subcontractors. Mr. Humes pointed out that Heery would like to perform some additional reviews on the general contractor bids. In the meantime, Mr. Humes filled out the contract provided by Town Counsel and sent it off to Town Manager, Jim Malloy. Mr. Malloy said that he sent the contract to the Town's attorneys for final approval. Mr. Malloy noted the budget for Furniture, Fixtures, & Equipment (FF&E) and pointed out a couple of items that he wanted to re-examine such as the cost for new desks and also the high density filing system planned for the Police evidence room.

Mr. Humes mentioned that the number in the budget for Systematics for the high density filing system is an allowance and not an actual quote since they haven't spoken with Systematics yet. There was some discussion and Mr. Humes noted that they had the Interior Designer involved earlier in this project in order to fully develop furniture plans and the cost. He explained that we still have a year to work out the details. Mr. Humes pointed out that Assistant Town Manager, Kristi Williams, has the budget where they are factoring in all new furniture, however, we may be able to re-use furniture, so the budget for FF&E could come in lower. Ms. Williams asked if the FF&E budget includes all technology accessories such as key board trays and other items. Mr. Collins noted that the FF&E budget has \$475,000 allocated for furniture and \$100,000 for technology for a total of \$575,000. Mr. Humes mentioned that items such as access control, cameras, and security have not been factored in yet since Pat Cullen is still working on what will be needed. Mr. Cullen estimated the cost for security items at approximately \$250,000 and pointed out that we still need to factor in audio-visual needs for both the Fire Station (\$120,000) and the Town Hall (\$100,000) for a total cost of approximately \$220,000. Mr. Malloy was concerned with the budget and any unanticipated costs we may encounter in dealing with renovating a larger building. Mr. Humes felt that we need to be cautious but that there should be enough available in the budget to cover the cost of this project. He said his goal was to still have money left over to turn back in to the Town like we did with the last two projects. Mr. Malloy said that he will review the FF&E budget. Mr. Humes noted that furniture costs at Forbes are comparable to the Town Hall project; however, we are dealing with more space and a bigger building.

Mr. Collins wanted to re-visit the discussion regarding the general contractor. He mentioned that Heery will continue to work on investigating and validating Five Star Building Corp. before making a recommendation. Mr. Collins said that Heery wants to verify that Five Star meets the bonding requirements, review the construction schedule with them, and verify staffing planned for the Forbes project. He suggested a meeting next week to confirm the general contractor. Mr. Malloy recommended having the Committee make a motion to accept Heery's recommendation for the general contractor. Mr. Blois made a motion to authorize Heery to proceed with their final investigation of the low bidder for general contractor and, subject to the results, award the contract to Five Star if the outcome of the investigation is positive. The Committee noted that the general contractors that applied for the Forbes project were already pre-qualified so due diligence has been done. Mr. Barrette seconded the motion made by Mr. Blois. VOTED: 6-0-0. Mr. Blois amended his motion to include the amount of the base bid plus the three alternates for a total bid amount of \$10,518,168 and Mr. Barrette seconded the motion to include the amendment. VOTED: 6-0-0. Mr. Malloy pointed out that, as a courtesy, he will have the Selectmen take a vote to approve the awarding of the job for general contractor due to the size of the project, but he can sign the contract as soon as Heery is ready to go. There was a discussion about the date the project will start. Mr. Collins mentioned that is one of the items he'd like to discuss with Five Star, such as confirmation of when mobilization will take place and their anticipated construction timeline. Mr. Fryer mentioned some issues and challenges they've been having with wiring the temporary space for the Police Department. Mr. Cullen confirmed some of these difficulties and mentioned that the snowy weather hasn't helped their efforts. He discussed the phone system and noted that there currently isn't a generator in the temporary space. Mr. Fryer asked about delaying the move for the Police department. Mr. Malloy suggested that he speak with Kristi Williams and keep him informed as to what they decide to do regarding the move.

Mr. Collins informed the Committee that LAL Masonry submitted an official bid withdrawal due to a mathematical error. Since they were the low bidder, Mr. Collins recommended that the Committee make a motion to officially accept their retraction. Mr. Blois made a motion to accept LAL Masonry's bid withdrawal and Mr. Barrette seconded. VOTED: 6-0-0.

Mr. Collins pointed out that Heery would like to submit their contract for Owners Project Manager (OPM) services for the Forbes renovation. Mr. Malloy referred to the amount in the budget of approximately \$322,000 that is allocated for the OPM. There was a discussion as to whether the contract will run for 18 months or 24 months. Tom Ellis from Heery discussed both options and mentioned that they may have a base for an 18 month contract and then another cost if the project runs longer than that. Mr. Blois said that he would like to see a base amount for 18 months and then a monthly fee for each month after that. Mr. Ellis noted that the amount is based on staff and hours. He offered to breakdown the costs since Heery would like to get their contract resolved before construction starts. Mr. Brown asked for the Committee's thoughts. Mr. Blois suggested forming a sub-committee, along with Mr. Malloy, and then present to the whole Committee at the next MBC meeting for a vote. Mr. Blois and Mr. Fryer volunteered to help work out the details of the OPM contract. A meeting with Heery, Mr. Malloy, Mr. Blois, and Mr. Fryer was tentatively scheduled for Friday morning, March 17<sup>th</sup>, at 8 AM. Mr. Collins said that he hopes to have a recommendation for the general contractor on Friday morning as well.

Mr. Collins presented two invoices to the Committee for approval of payment:  
Job #1151227309 for Central One Federal Credit Union in the amount of \$979.00 for the alarm keypad installed for Youth & Family Services.

Invoice #6175 in the amount of \$750.00 for Northern Exposure for signs located at the Forbes Building informing the public as to where Town offices have been relocated during the renovation project.

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

### **Town Hall**

Mr. Humes updated the Committee on the Punch List. He said that he was notified two days ago that the as-built drawings for the HVAC system are on their way to Buildings & Grounds Supervisor, Frank Cornine. Mr. Humes noted that the as-built drawings were the last item he was waiting for in order to approve final payment to R.A.C. in the amount of \$19,014. He will leave copies of the requisition with Mr. Collins who will process the payment once we have the drawings in hand. Mr. Collins said that he will have Mr. Schmalz confirm receipt before paying.

Mr. Malloy provided a brief update on the status of the parking lot located next to the Town Hall. He is working on reconfiguring the layout in order to fit more parking spaces before re-paving and re-striping. Mr. Malloy reported that they will continue to work on making the alleyway look nicer by replacing the bollards and matching the brick work with what was done in front of the Town Hall.

### **Fire**

Mr. Humes noted that he did have a meeting scheduled today with the HVAC contractor, General Mechanical, along with Mr. Collins, Fire Chief Pat Purcell and his staff to discuss recent invoicing, but that meeting has been re-scheduled to April 5<sup>th</sup> at the Chief's request.

Regarding the Memorial Park, Mr. Fryer reported that the contractor is set to finish the Park once the weather improves.

### **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, April 5, 2017, at 8:30 AM in the upper level of Memorial Hall at the Town Hall.

### **Adjournment**

Having no further business, Mr. Brown made a motion to adjourn the meeting at 9:49 AM. VOTED: 6-0-0.

Respectfully submitted,  
Jessica Thomas  
MBC Administrative Assistant