

PERMANENT PUBLIC BUILDING COMMITTEE
TOWN OF NEEDHAM
MINUTES OF MEETING

Date: September 26, 2016

Time: 7:30 PM

Location: Town Hall

Attendance

PPBC Members: Present: George Kent, Stuart Chandler, Natasha Espada, Irwin Silverstein,
Absent: Paul Salamone, Roy Schifilliti, Peter Schneider

Steve Popper (Director of Design and Construction)
Hank Haff (Sr. Project Manager)
Mike Retzky (Project Manager)

User Representatives: Heidi Black School Committee, Hillside Rep., H.S. Rep.
Aaron Sicotte High School Principal, H.S. Rep.
Susan Neckes School Committee, Hillside Rep.,
Matt Borelli Selectman, Memorial Park Rep.

Other Attendees: Don Walter Dore & Whittier Architects
John Connelly Finance Committee

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the September 12th PPBC meeting. Mr. Chandler made a motion that the Committee approve the minutes. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

B. High School Cafeteria Expansion

Heidi Black (School Committee), Aaron Sicotte (HS Principal) and Cal Olson (DRA) attended the meeting.

Mr. Haff reported on the progress of the project. The project is 99% complete. The punch list work is almost complete. The HVAC roof screening is complete. The landscaping has been planted. The shades arrived and were installed except for one pair that did not arrive with the first shipment. They are expected onsite in mid-October. The moveable partition was installed and training is . The final Certificate of Occupancy is anticipated by the end of this week otherwise the Temporary Certificate of Occupancy will be extended.

The Contractor is working on the O&M Manuals and warranties.

The anticipated cost log has items that total \$24,900.00 and includes additional speaker request, additional access panels and smoke detectors, stainless steel corner guards, replace

lock to match building keying, and electrical installation items pertaining to operation of shades and lighting. The contingency balance is in the amount of \$291,785.83.

The Committee reviewed Payment Requisition #10 from Paul J. Rogan Co., Inc. in the amount of \$82,220.03 for work thru September 26, 2016. The requisition was reviewed and approved by the Architect and Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

It is anticipated that retainage will be released by mid-October. There will be an additional change order and payment application.

The Committee reviewed an invoice from OccuHealth in the amount of \$2,346.00 for indoor air quality testing services thru August 22, 2016. The invoice was reviewed and approved by Mr. Popper. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Sicotte seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Engineered Solutions in the amount of \$4,500.00 for commissioning services thru August 2016. The invoice was reviewed and approved by Mr. Popper. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Sicotte seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Payment App #10, updated schedule, anticipated cost log, budget update

C. High School Classroom Expansion Study

Heidi Black (School Committee) and Dan Gutekanst (School Superintendent) attended the meeting.

Mr. Haff reported that proposals were received from three firms on September 21st. The firms were Dore & Whittier Architects, Drummey Rosane Anderson and Flansburgh Architects, Inc. The proposals were distributed to the Committee on September 22nd. The Committee reviewed the proposals and discussed the qualifications of all three firms and their response to the RFQ.

Mr. Kent made a motion that the Committee invite Dore & Whittier Architects and Drummey Rosane Anderson for interviews at the next PPBC meeting on October 17th. Ms. Black seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Haff will contact the firms and set up interview times.

The study is to be finished by June 20, 2017. The designer's fee is being proposed at a not to exceed amount of \$60,000.

D. Hillside School – Central Ave Remediation and Demolition

Susan Neckes (School Committee) and Don Walter (D&W) attended the meeting.

Mr. Haff reported that the Town Counsel required two motions to be moved and voted on in order to satisfy the MSBA requirements for execution of the Project Scope and Budget Agreement. The next step will be the project funding process.

Mr. Silverstein moved that George Kent, Chairman of the Permanent Public Building Committee of the Town of Needham is authorized to execute and deliver the Project Scope and Budget Agreement and to make final and binding decisions with respect to the Proposed Project on behalf of the Permanent Public Building Committee of the Town of Needham. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously with 5 in favor, 0 opposed and 0 abstained.

The Committee then reviewed the design development fees as proposed by Dore & Whittier. The fees proposed are in line with the average of all elementary school renovation construction projects funded by the MSBA and consistent with the Total Project Scope (3011 form) executed with the MSBA. It was noted that even if the project is accelerated, the scope of work and the man hours spent on the design development thru close out will not be significantly lessened. The proposed fee from Design Development through project close out is \$4,731,998 plus additional reimbursable services not to exceed \$639,000.

Mr. Kent moved that the Permanent Public Building Committee approve the extension of the Dore & Whittier Architects, Inc. Design Contract for Detailed Design services for the Hillside Elementary School project as noted in their proposal letter dated September 23, 2016 for the scope of work required by the Massachusetts School Building Authority for a Design/ Bid/ Build project, pending the affirmative vote at the Special Town Meeting on October 5, 2016 for Article 2: Appropriate for Hillside School Construction. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously with 5 in favor, 0 opposed and 0 abstained.

Mr. Retzky reported on the status of the site demolition project at Central Avenue. Notices to the abutting residents were hand delivered. The perimeter site fence has been installed. Sediment control barriers are in place. Permits to remove the oil tanks have been received. The hazardous materials (asbestos and tile mastic) removal is ongoing. Utilities are to be disconnected in the coming weeks. Everything is expected to be down by mid-December.

A Special Town Meeting will be held on October 5th with a warrant article to appropriate for the Hillside School Construction. Responses to FAQ's have been developed and are to be distributed to Town Meeting members. The School Department and School Committee are hosting an open house meeting at the current Hillside School on October 1st. An informational meeting at the Center at the Heights is scheduled for October 27th. Handouts: Agenda, Vote language, Project Schedule

E. Memorial Park Building and Grounds Feasibility Study

Matt Borelli (Selectman) attended the meeting.

On September 1st proposals were received from two firms, TBA Architects, Inc. and Winter Street Architects, Inc. Both firms were invited for interviews.

The Committee interviewed TBA Architects, Inc. and Winter Street Architects, Inc.

The Committee discussed the presentations, qualifications and experience of the firms. Mr. Retzky reported that the references for both firms were positive. After discussion the Committee voted to rank the two firms. The number one ranked firm was clearly Winter Street Architects, Inc.

Mr. Kent made a motion that the Committee agree to go forward with Winter Street Architects, Inc. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Retzky will notify the firms of the Committees decision.

Handouts: None

F. Adjournment

The meeting was adjourned at 9:45 PM.

The next PPBC meeting will be on Monday, October 17, 2016 at 7:30 PM, at the Library, Community Room.

These minutes are intended to convey the content of the discussions at the Committee meeting. If no comments are received by the next meeting, they will go to file as part of the permanent Committee record.