

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: May 16, 2022

Time: 7:00 PM

Location: Zoom Cloud Meeting

Attendance

PPBC Members: Present: Stuart Chandler, Richard Creem, Lynne Deninger, George Kent, Roy Schifilliti, Irwin Silverstein, Gene Voloshin
Absent:

BDCD Staff: Hank Haff (Director)
Ken Sargent (Sr. Project Manager)

User Representatives: Dennis Condon Fire Chief, Public Safety Complex/FS2 Rep.
Barry Dulong Building Maintenance Div. Director, Ridge Hill Rep
Anne Gulati School Finance Director, Emery Grover Rep.
Michael Greis School Committee, Emery Grover Rep.

Other Attendees: Keith Mercy Kaestle Boos Associates
Myles McDonough Consigli Construction
Don Walter Dore & Whittier Architects
Deborah Robinson Bargmann Hendrie & Archetype
Jeremy Tobin Bargmann Hendrie & Archetype
Walter Tsigler Bargmann Hendrie & Archetype

Minutes prepared by: Kathryn Copley Administrative Specialist

This meeting was posted on the Town web site on May 11, 2022, as a:

Virtual Meeting on Zoom Cloud Meetings

Meeting ID # 88414728107

<https://us02web.zoom.us/j/88414728107>

with the following instructions:

To view and participate in this virtual meeting on your computer, at the above date and time, go to [www.zoom.us](https://us02web.zoom.us/j/88414728107), click “Join a Meeting” and enter the Meeting ID: 884-1472-8107 Or join the meeting at link: <https://us02web.zoom.us/j/88414728107>

A. Approval of Minutes

The Committee reviewed the minutes from the April 26, 2022 PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes as presented. Mr. Creem seconded the motion. The motion was then voted upon and approved 4 yeas - 0 nays – 3 abstain.

B. Public Safety Complex & Fire Station 2

Dennis Condon (Fire Chief), Keith Mercy (KBA), Myles McDonough (Consigli) and Ken Sargent (BDGD) attended the meeting remotely.

Mr. Sargent reported on the progress of the project. The plaza is 99% complete. Sitework punch list work is underway. The VAV box work will be scheduled for the downstairs training and the upstairs lobby areas. Interview/booking audio recording is to be scheduled. The shelving for the police department is anticipated to ship on June 11th.

Mr. Sargent reviewed the anticipated cost log (ACL) which totals \$593,812. The current contingency balance is at \$51,033.

The Griffin Electric claim is being reviewed. The original claim was submitted in the amount of \$168,000, which was brought down to \$93,000. It is anticipated that the claim will be settled for roughly \$50,000. There is a legitimate claim with the demo permit delay.

The police and fire departments have requested additional furniture and mechanical equipment in the total amount of \$56,799.39. The equipment includes tables, printer stands, storage files, storage tower, tire changers, tire lift, oil pump, and work bench. After discussion the Committee agreed to the additional purchases.

Mr. Chandler made a motion that the Committee approve the following change order for three adds:

Consigli Construction	CO #40	\$ 4,005.00
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Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following requisition which includes retainage release of \$609,904.79 for payment:

Consigli Construction	Req. #40 April 2022	\$ 883,374.72
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Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:

Kaestle Boos Associates	April 2022 Services	\$ 6,250.00
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Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following invoices for payment:

UTS of Mass	April 2022 materials testing	\$ 520.00
PODS	CP March 2022 rental	\$ 114.99
PODS	CP April 2022 rental	\$ 114.99
PODS	CP move & Pickup	\$ 288.99
Rist Frost Shumway	Commissioning FS2 March 2022	\$ 728.00
Rist Frost Shumway	Commissioning PSC March 2022	\$ 2,366.00

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following technology invoices for payment:

Harbor Networks	Remount wall phone	\$ 450.00
Ockers Company	Aruba Licenses PD & FD	\$ 6,225.00
Ockers Company	Audio Visual Installation	\$ 7,000.00
Ockers Company	Audio Visual Installation	\$ 9,312.50
Ockers Company	Audio Visual Installation	\$ 687.50

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays - 0 abstain

Mr. Chandler made a motion that the Committee approve the following FF&E invoices for payment:

W.B. Mason	Recliner	\$ 1,970.00
W.B. Mason	Mattresses	\$ 1,635.28
Robert Lord	Shelving	\$ 6,441.96

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays - 0 abstain.

Documents: Agenda, Req., CO, Invoices, Updated budget, Anticipated Cost Log, Consigli Dashboard, Photos

C. Ridge Hill Demolition

Barry Dulong (DPW), Hank Haff (BDCD) and Don Walter (D+W) attended the meeting remotely.

Mr. Haff reported on the project. Three bids were received on May 12, 2022. All three bids were over the estimated cost of \$462,234 for the project. The lowest bid with the Deduct Alternate of leaving the garage building, would be \$527,075. This could be done within the current appropriation but would leave the project with only a 4% contingency of \$18,762.

The bids received were as follows:

<u>Vendor</u>	<u>Base Bid</u>	<u>Deduct Alt</u>	<u>Bid with Alt</u>
Bestech, Inc of CT	\$ 575,575	-\$48,500	\$527,075
JR Vinagro Corp.	\$ 597,327	-\$22,000	\$575,327
Costello Dismantling	\$ 828,599	-\$80,000	\$748,599

Mr. Haff spoke with the Town Manager about using emergency funds controlled by the Finance Committee. Those funds can be offered to the department budgets. A lower bid cannot be negotiated with the lowest bidder due to bidding laws. There are two options. Go forward with the low bidder without demolishing the garage with a 4% contingency or reject all bids and rebid the project in the fall, requesting additional funds at the fall Special Town Meeting if necessary.

After the original design and cost estimate was developed, the Finance Committee had requested that the design be value engineered to get the estimated cost lower. Obviously, the market has changed, and the original estimate was closer to current bidding conditions.

After much discussion it was felt that a 4% contingency was too low, it would be better to rebid and accomplish the full scope of demolishing the house and garage with a 15% contingency and the garage would be an attractive nuisance if left standing. The work can be done in the winter months.

Mr. Chandler made a motion that in the best interest of the Town, the bids be rejected, and the project be rebid in the fall to capture the full scope with a 15% contingency and present to the fall Special Town Meeting for additional funds if necessary. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:

Project Dog	Electronic Bid Hosting	\$ 764.22
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Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

Documents: Bid tabulation, Budget Summary, invoice

D. Emery Grover Building / Hillside

Michael Greis (School Committee), Anne Gulati (School Finance Director), Deborah Robinson, Jeremy Tobin, and Walter Tsigler (BH+A) and Hank Haff (BDCD) attended the meeting remotely.

Ms. Robinson reviewed the minor changes due to comments by the Design Review Board. The changes were regarding the landscape, main entry planter, the rooftop dormer, clock, and the rear addition. The updated plans will be submitted to the Zoning Board of Appeals (ZBA) with recommendations to approve all waivers from the Planning Board and Design Review Board to the ZBA for their Thursday public hearing.

Mr. Dulong noted that the use of wood doors on the trash area would be more easily replaced than the proposed metal ones. BH+A noted that the dumpster surrounding walls will be constructed of CMU block and more durable than wood.

On the Hillside renovation project, the contract is underway. Long lead items are being discussed with J.J. Cardosi. Jeremy Tobin will be the project manager for BH+A, taking over from Walter Tsigler. The initial pre-construction meeting with the contractor went well and they are comfortable with moving forward rapidly on the project. They are proceeding with digital submittals. The Town is working with Town Counsel, the Finance Director and MIIA on the details regarding Builders Risk insurance.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:

Bargmann Hendrie + Archetype	Emery Grover Mar 2022 Services	\$ 164,684.00
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Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously - 9 yeas - 0 nays – 0 abstain.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:

Bargmann Hendrie + Archetype	Hillside Mar 2022 Services	\$ 114,000.00
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Mr. Greis seconded the motion. The motion was then voted upon and approved unanimously - 9 yeas - 0 nays – 0 abstain.

Documents: Landscape plan, Interior layout, Exterior Views, invoice

E. School Master Plan

Anne Gulati (School Finance Director) attended the meeting remotely.

Mr. Chandler made a motion that the Committee approve the following invoice for payment:

Dore & Whittier Architects	March 2022 Services	\$ 8,110.00
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Ms. Deninger seconded the motion. The motion was then voted upon and approved unanimously - 8 yeas - 0 nays – 0 abstain.

F. Jack Cogswell Storage Building

Mr. Chandler made a motion that the Committee approve the following invoice for payment:

Eversource Electric	Eng./Design Services Solar	\$ 3,937.00
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Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

G. Future Studies & Projects

Mr. Haff reviewed the new projects.

There are several new projects, and they are the Auditorium Sound & Light Improvement Study, the Library Space Use Study, the Pollard Locker Room, the Public Works Facility Improvement Study, the CATH Space Study and the Eliot and Broadmeadow School RTU replacement. User agency representatives will be assigned for each of the projects. RFPs for designers will be developed for the studies.

A schedule and timing for the projects will be developed. The scope of work for the projects is being developed more fully and will be shared at future meetings. Each project had a description in the ATM warrant.

The Committee will have to decide whether to have sub-committees or full committee do the interviews for the designers.

Ms. Gulati noted that the Auditorium project would include only the sound and light equipment improvements in the three school auditoriums (NHS, Pollard, and Newman) and no other improvements. Funding for the study was approved at the 5/21 ATM. The preliminary estimate is \$600,000 but the study will clarify the costs.

The Library Space Study will look at the use of study space and the young adult room use. The Pollard Locker Room could be a project that the PPBC gives to the Building Maintenance Department. Dore & Whittier Architects have worked on the design. The Public Works Facility Improvement Study is an update to the 2016 DPW Feasibility Study. This would most likely become active once Carys Lustig returns in the fall. The Daley Building would also be included in the study. The CATH Space Study will look at space utilization and a

kitchen upgrade. The Eliot and Broadmeadow roof RTU replacement is on the five-year capital plan as these units are approaching the end of the 20-year life span.

Mr. Dulong reported that open architecture BMS proposals for upgrades to other town buildings were just received from Rist Frost Shumway, and the upgrade may come to \$1M. \$350,000 has currently been put aside for the project. A design RFQ will most likely be needed.

Because of the reduced staffing, the Building Design & Construction Department would need help with the projects. Project Management could be assisted by a newly hired DPW project manager or Hill International would be able to provide project management services if project funds are available.

H. NUARI

The discussion of NUARI from the last meeting were reviewed.

Mr. Kent plans to reach out to Town Manager to discuss options to help identify qualified potential diverse candidates and/or provide the PPBC Appointing Authority with a list of potential candidates that include diverse candidates.

The Committee could include language in RFP that require more diverse design/engineering teams and receive evaluation points for including WBE & MBE participation. . Projects like the Sunita Williams School with MSBA funding was required to meet the State mandated thresholds for Minority-owned / Women-owned Business Enterprise participation. Currently in Town projects these are “goals.” The committee will consider if these should become requirements, not just goals in future projects.

The Committee will continue to discuss the issue. When PPBC seats become vacant it would be desirable to have a more diverse membership.

J. Other Business

Mr. Creem noted that he will be returning to working in person, perhaps as early as June. He is requesting the Committee consider going back to meeting at 7:30 pm as he would not be able to make a 7:00 PM start time.

K. Adjournment

The meeting was adjourned at 9:07 PM.

The next PPBC meeting is scheduled for Monday, June 6, 2022, at 7:00 PM, as a Virtual Meeting on Zoom Cloud Meetings.

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.