

Essex Public Safety Building Project	Meeting Minutes
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Re: Town Building Committee Meeting	Date: June 19, 2019
Location: Town Hall, 3 rd Floor	Time: 7:00 PM

Attendees:

Name	Present	Name	Present
<u>Town Building Committee</u>		<u>Town Staff</u>	
Lisa O'Donnell, Committee Chair	✓	Brendhan Zubricki, Town Administrator	✓
Daniel Doucette, Fire Chief	✓	<u>Board of Selectmen</u>	
Peter Silva, Chief of Police	✓	Andrew Spinney	✓
Westley Burnham, Planning Board		Peter Phippen	✓
Nat Crosby, Historical Commission		Ruth Peraan	✓
Colleen Enos, Member	✓	<u>NV5 (OPM)</u>	
Paul Francis, Member	✓	Tim Dorman	✓
Peter Levasseur, Member	✓	Mike Ulichney	
Mark McKenna, Member		<u>JRA (Architect)</u>	
Stuart Pratt, Member		Stewart Roberts	✓
Charles Storey, Member	✓	Philip O'Brien	✓
Ramie Reader, Member	✓	Michael Bellefeuille	

1. Questions from the public.
 - A member of the audience asked whether or not there is a budget that the building committee is working towards.
 - It was noted that the current design approach is to minimize cost while still achieving the necessary program needs for the two departments. An updated budget projection will be presented based on the Design Development level documents at the next building committee meeting. The intent is to update the budget again after the 60% CD phase estimate and go to Special Town Meeting in September 2019 for funding approval based on that budget. If necessary, there will be another opportunity based on the actual bid numbers in November 2019.
2. Approve minutes from June 5, 2019: Chief Silva moved to approve the minutes of the June 5, 2019 Town Building Committee meeting. The motion was seconded by Charlie Storey, all were in favor and the motion passed unanimously.
3. Discuss results of site geotechnical and soils work to date.
 - The geotechnical subsurface investigation work was completed, including borings and test pits.

- The results were generally favorable, however some large boulders were encountered and will need to be addressed appropriately in the bid documents. The intent will be to carry an allowance volume of rock excavation with a unit cost to be utilized to adjust the value to the actual volume.
- It was noted that stones from the walls on the property will also need to be removed in some locations. Unless otherwise noted, the contractor would own any demolition material included in the scope and would factor in any salvage value to their bid. However, the Town may be interested in retaining some of the stone at the DPW barn and has identified a local contractor that would be interested in acquiring the stone. Concern was raised about needing to quantify these volumes so they can be carried in the bid numbers and complicating logistics by introducing another party for the contractor to coordinate handling and removal of the stones. The Project team will work to establish a reasonable allowance with input from the geotechnical and civil engineers and determine the most cost effective approach.

4. General design update from Johnson Roberts Associates (JRA).

- JRA presented updated plans and noted the key updates as the design progresses toward completion of the Design Development phase at the end of June.
- It was noted that the driveway apron at the apparatus bays will be optimized to reduce unnecessary pavement area while maintaining adequate maneuvering area to support the truck turning movements.
- The generator is proposed to be diesel as it is the most cost effective given its size and will allow for it to be able to run without reliance on natural gas service. The generator will need to be exercised but this utilizes minimal fuel as there is no load on it.
- Options for the antenna are being considered to provide for infrastructure if needed. Options include mounting it to the building or mounting on a pad. It may be possible to provide a pad and conduit for future installation, if needed.
- The landscape plan was presented and it was noted that the general approach was to focus planting on property line buffers to provide screening with evergreen trees, provide some shade trees and limited foundation plantings. Plantings to be native non-invasive species.
- The site is proposed to be enclosed by a temporary construction fence during construction with the primary construction entrance on John Wise Avenue.
- The chiller and pad mounted transformer need to be located in front of the building and screening measures will be incorporated. The generator will be located behind the apparatus bay turning apron/parking area.
- IT closet will be needed on both levels, however the communications and server room will be combined. Services will come into the room on the upper level and connected to the room on the lower level.
- Floor drain options are being reviewed for the apparatus bay as it was determined that the trench drain approach would be problematic from a structural design perspective.
- The exterior door at the radio room was eliminated in favor of an entrance on the opposite site of the apparatus bay to provide more direct access from the nearby parking spaces.



OFFICES NATIONWIDE

PROGRAM MANAGEMENT - CONSTRUCTION QUALITY ASSURANCE - INFRASTRUCTURE - ENERGY - ENVIRONMENTAL

- Building detailing is progressing to provide better level of detail to refine the cost estimate at the completion of design development.
 - NV5 presented an overview of the prequalification process and schedule.
 - It was noted that due to the overall project construction estimate being over \$10M, each of the filed sub-bid categories whose estimated value exceeds \$25k, will need to be pre-qualified.
 - The two phase bid process begins with prequalification and only the pre-qualified General and Subcontractors will be able to bid on the project in the second phase.
 - It was noted that certain trades are bid directly to the Awarding Authority under Massachusetts procurement law. The results are issued to the General bidders who then carry subcontractors from the bid list for those trades.
 - The prequalification process reviews various criteria including prior experience, references and capacity to complete the project. All firms must also be DCAMM certified in order to participate.
 - The pre-qualification process is undertaken by a committee made up of three representatives of the awarding authority, one of which is the OPM and a representative of the architect.
 - The board of selectmen voted unanimously to appoint Lisa O'Donnell and Ruth Pereen to serve as the Awarding Authority's representatives on the pre-qualification committee.
5. Discuss continued, pre-construction use and management of property at 11 John Wise Avenue.
- It was noted that during the course of the geotech work, the water service to 11 John Wise Ave was turned off and it appeared to impact service to the condo at 7R John Wise Avenue, indicating that its service may be tapped off of 11 JWA.
 - It was determined that there is an easement over the 11 JWA parcel for the water service supplying 7R JWA, so the Town will need to maintain the water service.
 - The existing water service should be located and a decision will need to be made on whether or not it should be moved out of the construction area or retained in place and protected during construction.
 - The design team spent time inside the building earlier in the day to review the existing conditions in order to further develop the scope for salvaging and reusing the timber frame and roof boards within the training room.
6. Review project schedule, including status of specific permits and activities necessary to obtain building permit, and upcoming milestones.
- NV5 presented the current schedule summary, indicating that the design development phase is nearing completion at the end of June. The design team will move into the construction documents phase in parallel with the three week DD cost estimate and reconciliation process.

- The next building committee meeting is schedule for July 24th were the DD cost estimate results will be presented.
 - Preparation of permit applications for Site Plan review and Notice of Intent will begin after the DD documents are complete and the intent is to submit in July to get on the August 6th Conservation Commission agenda and the August 7th Planning Board agenda.
7. Review what is currently included in fixtures, furnishings, and equipment budget.
- It was noted that the FFE/Technology budget has been further refined based on clarification from the Electrical/Technology focused meeting.
 - The Zetron system will be covered in the FF&E budget as well as other equipment such as added phones, computers, AV equipment, exercise equipment and general furniture.
 - The current recommendation is to increase the FF&E/Technology budget from \$300k to \$400k based on the developing scope and estimated costs.
 - Options for reclaimed furniture availability will be explored and an update on the budget will be provided at the next meeting.
8. Items not contemplated by the Chairman in advance of the meeting posting deadline.
- None
9. Public comment.
- None
10. Adjourn.
- Peter Phippen moved to adjourn the meeting, Charlie Storey seconded the motion, all were in favor and the meeting adjourned at 8:45.

Attachments:

- JRA Presentation
- Sign in list
- Agenda

-End of Minutes-

Tim Dorman, NV5

Lisa O'Donnell, Committee Chair

**JOHNSON
ROBERTS**
ASSOCIATES INC.

ARCHITECTS

Essex Public Safety Building

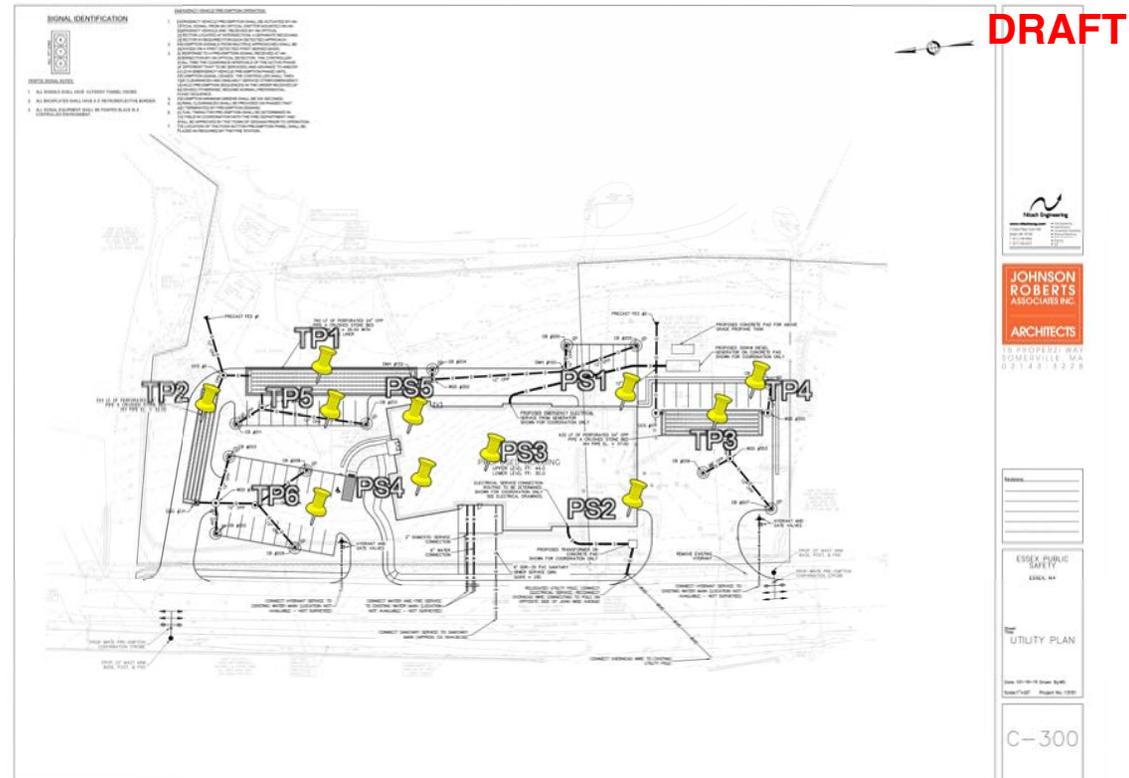
Essex, Massachusetts

Design Update — June 19, 2019

Essex Public Safety Building Project

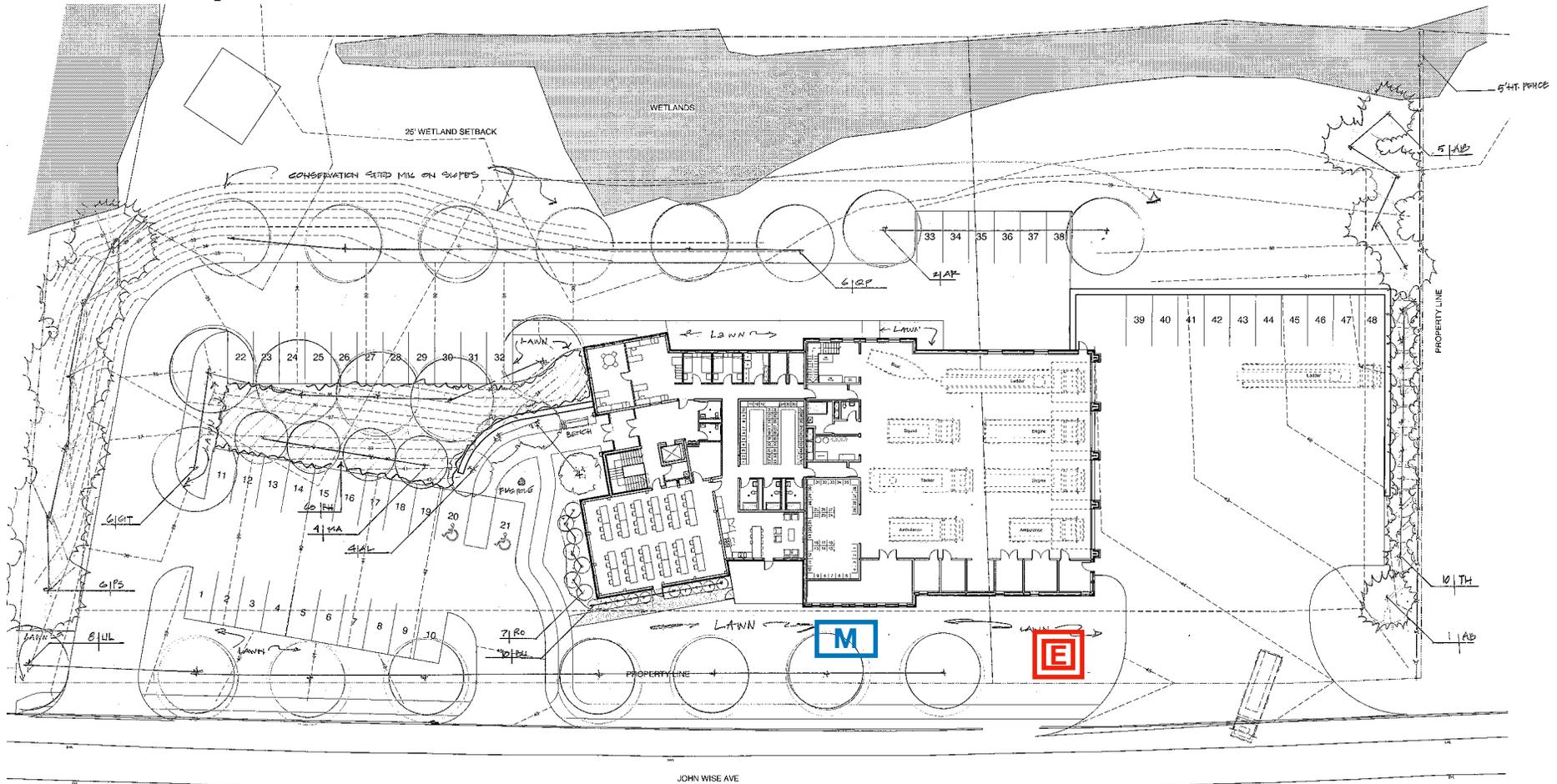
Geotech

- Two Full Days on Site
- 5 Borings Completed
- 6 Test Pits, 3 in Infiltration Areas
- Some Clearing Done
- No Bedrock Encountered, but Some Boulders Were Cored Through
- Permeability Test Done
- Licensed Soil Evaluator on Site with Nitsch Engineering
- Results Were Favorable, Generally



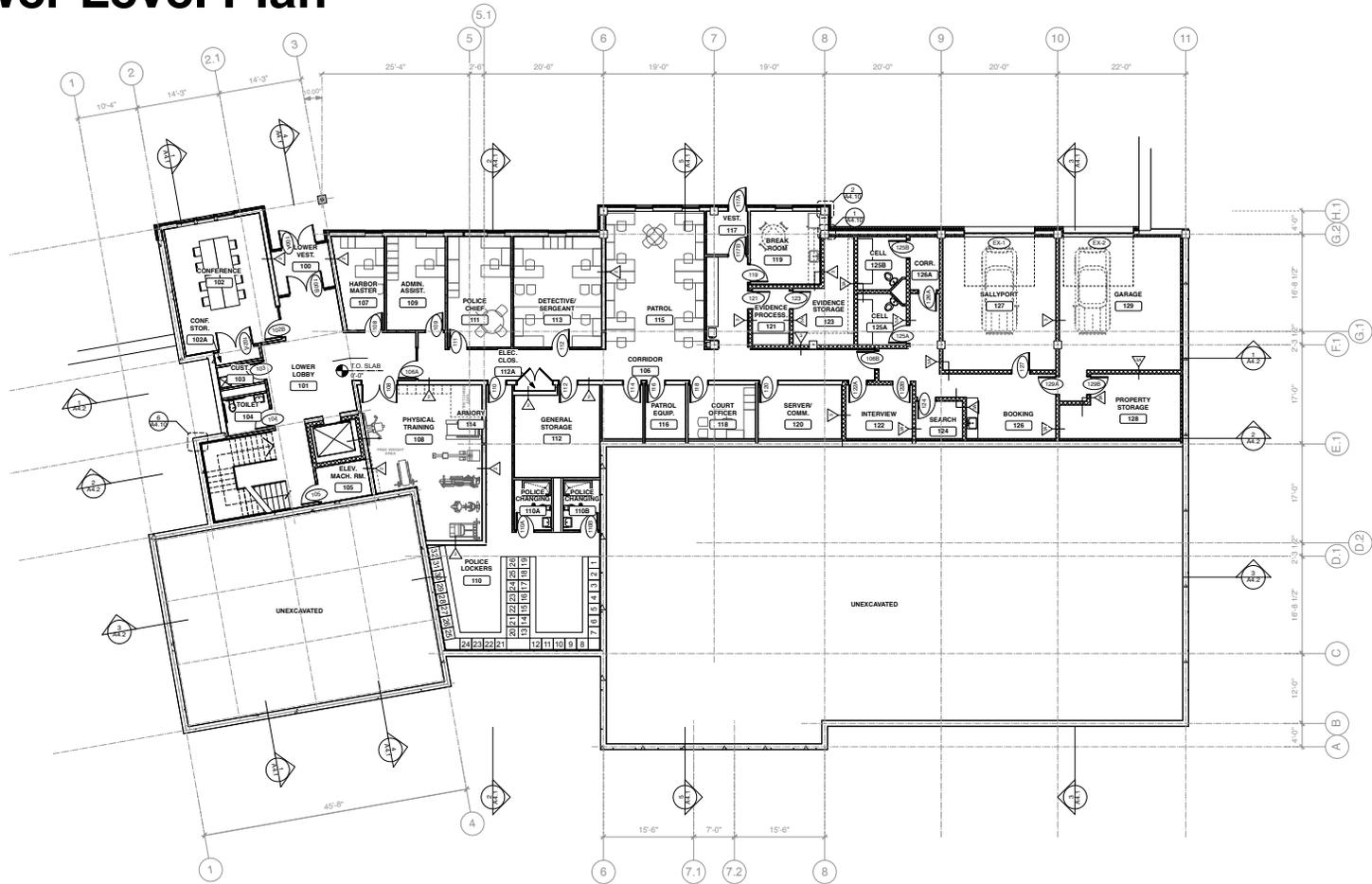
Essex Public Safety Building Project

Landscape Plan



Essex Public Safety Building Project

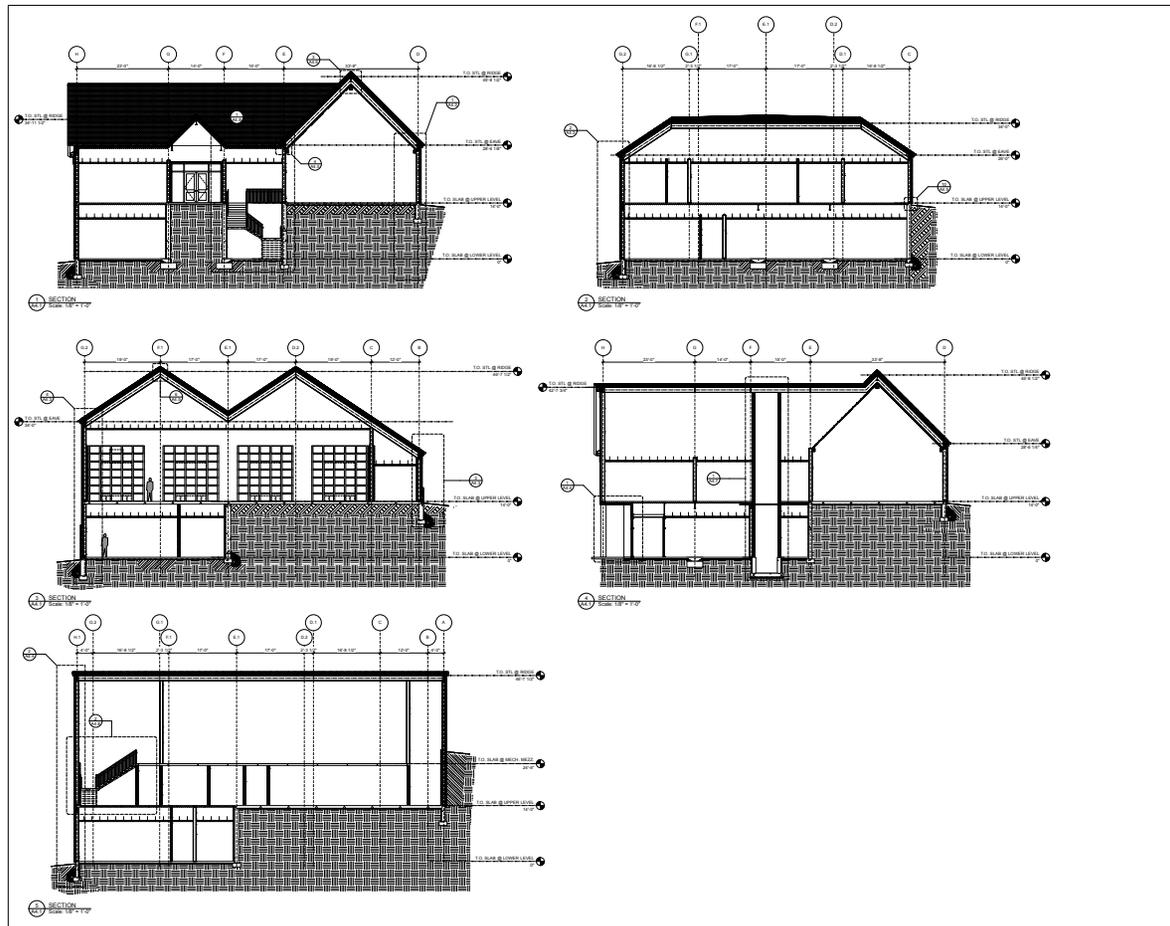
Lower Level Plan



Lower Level	8,050 SF
Upper Level	14,800 SF
Total	23,850 SF

Essex Public Safety Building Project

Sections





Essex Public Safety Building Project

View from John Wise Ave



Essex Public Safety Building Project

View of Main Entrance



Essex Public Safety Building Project

Rear View



Essex Public Safety Facility

Prequalification Schedule

DATE: **June 19, 2019**

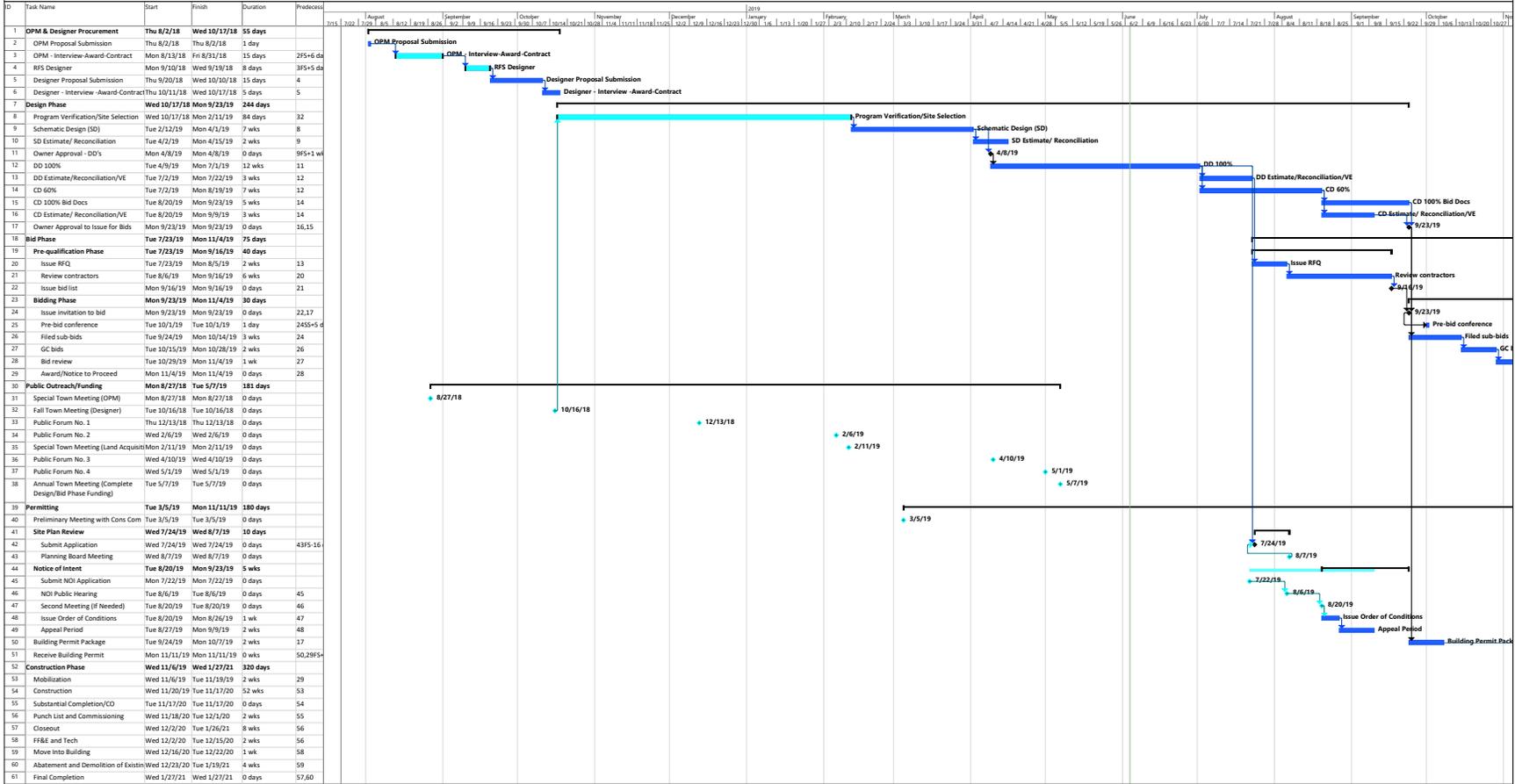
Friday	07/12/19	Project Team completes review of DRAFT RFQ
Thursday	07/18/19	NV5 finalizes RFQ and distributes to the team and submits RFQ notice to Central Register by 4:00 PM deadline (1-day early due to July 4th holiday)
Monday	07/22/19	Essex submits RFQ Legal Notice to <u>Newspaper</u> - by 4:00PM deadline
Tuesday	07/23/19	Essex posts RFQ on the COMMBUYS website
Wednesday	07/24/19	Notice appears in Central Register, <u>Newspaper</u> , COMMBUYS and RFQ posted to Town website for download by 9:00 AM
Monday	08/05/19	Questions due to NV5, <u>Attn:</u> Tim Dorman, by 12:00PM NV5 to forward questions to JRA and Town of Essex
Tuesday	08/06/19	NV5 prepares and answers to questions and Town of Essex posts to website and COMMBUYS by 5:00PM.
Friday	08/09/19	SOQs, Attention: Tim Dorman, due at NV5 by 2:00PM
Monday	08/12/19	NV5 delivers SOQs to Prequalification Committee and Committee meets to discuss process and assignments
Wednesday	08/21/19	Prequalification Committee meets to discuss progress
Wednesday	08/28/19	Prequalification Committee meets to discuss progress (If needed)
Wednesday	09/04/19	Prequalification Committee meets to discuss progress and scoring and compile the DRAFT list of Prequalified Trade Contractors
Friday	09/06/19	FINAL list of prequalified Trade Contractors is established
Friday	09/13/19	NV5 notifies respondents of prequalification status. NV5 sends out Invitations to Bid to Prequalified General and FSB contractor and notification letters to those who have not been prequalified.

Essex Public Safety Facility Schedule Overview

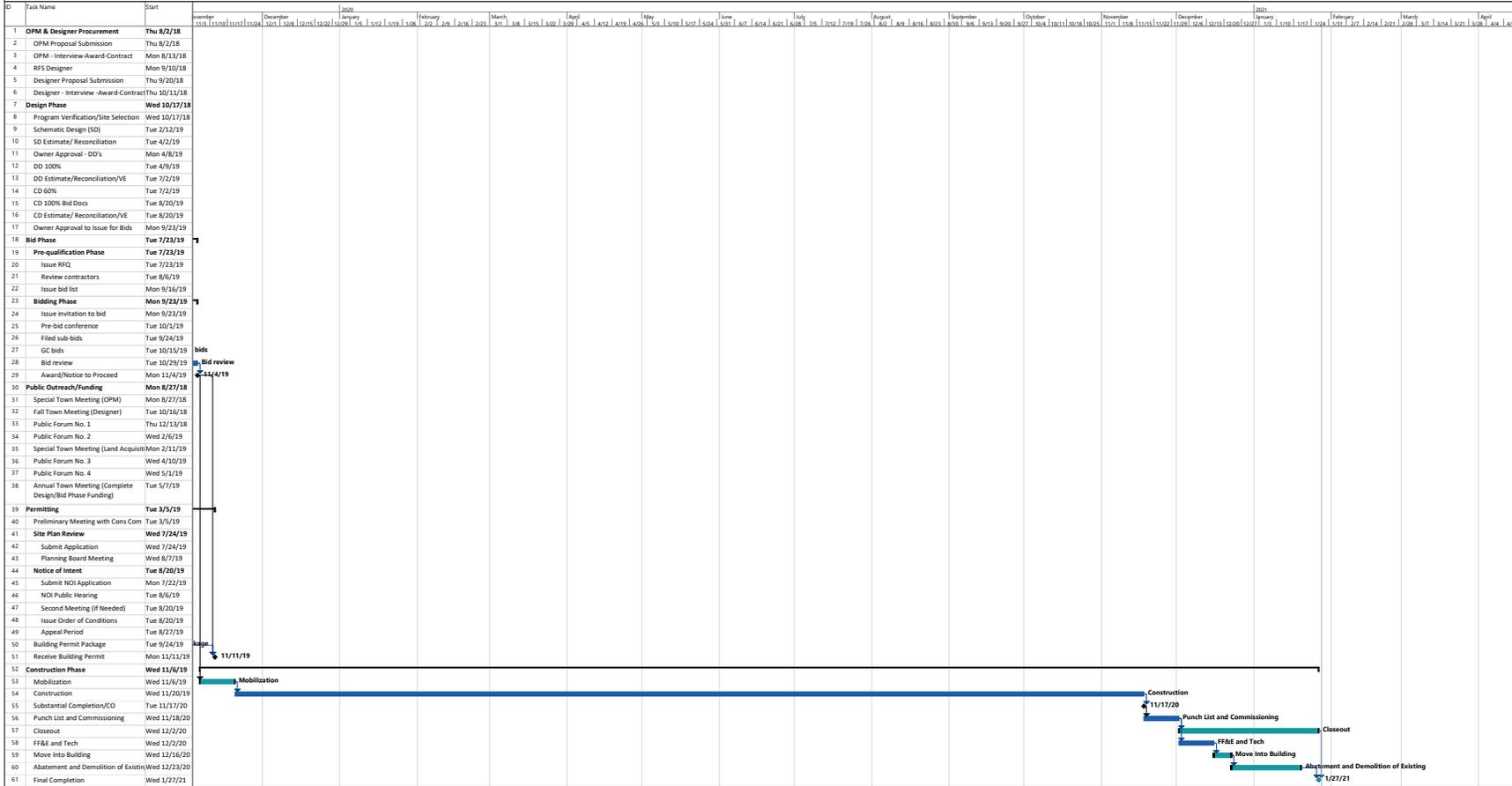
	Start	Finish	2018												2019																																																						
			Sep			Oct			Nov			Dec			Jan			Feb			March			April			May			June			July			Aug			Sep			Oct			Nov			Dec																					
			27	3	10	17	24	1	8	15	22	29	5	12	19	26	3	10	17	24	31	7	14	21	28	4	11	18	25	4	11	18	25	1	8	15	22	29	6	13	20	27	3	10	17	24	1	8	15	22	29	5	12	19	26	2	9	16	23	7	14	21	28	4	11	18	25	2	9
Architect Selection/Options Analysis	27-Aug-18	11-Feb-19	[Blue bars from 27-Aug-18 to 11-Feb-19]																																																																		
Schematic Design	12-Feb-19	8-Apr-19	[Red bars from 12-Feb-19 to 8-Apr-19]																																																																		
Design Development	9-Apr-19	1-Jul-19	[Green bars from 9-Apr-19 to 1-Jul-19]																																																																		
Public Forum	1-May-19		[Red dot at 1-May-19]																																																																		
Town Meeting - Project Funding Approval	6-May-19		[Red dot at 6-May-19]																																																																		
Town Building Committee Meeting	22-May-19		[Red dot at 22-May-19]																																																																		
Town Building Committee Meeting	5-Jun-19		[Red dot at 5-Jun-19]																																																																		
Town Building Committee Meeting	19-Jun-19		[Red dot at 19-Jun-19]																																																																		
Construction Documents	2-Jul-19	22-Sep-19	[Purple bars from 2-Jul-19 to 22-Sep-19]																																																																		
General and Filed Sub-bidder Prequalification	18-Jul-19	13-Sep-19	[Yellow bars from 18-Jul-19 to 13-Sep-19]																																																																		
Town Building Committee Meeting	24-Jul-19		[Red dot at 24-Jul-19]																																																																		
Conservation Commission Mtg No. 1 (NOI)	6-Aug-19		[Red dot at 6-Aug-19]																																																																		
Planning Board Meeting (Site Plan Review)	7-Aug-19		[Red dot at 7-Aug-19]																																																																		
Conservation Commission Mtg No. 2 (NOI)	20-Aug-19		[Red dot at 20-Aug-19]																																																																		
Town Building Committee Meeting	21-Aug-19		[Red dot at 21-Aug-19]																																																																		
Town Building Committee Meeting	11-Sep-19		[Red dot at 11-Sep-19]																																																																		
Public Forum	12-Sep-19		[Red dot at 12-Sep-19]																																																																		
Public Forum	17-Sep-19		[Red dot at 17-Sep-19]																																																																		
Special Town Meeting - Facility as Sole Article	23-Sep-19		[Red dot at 23-Sep-19]																																																																		
Bidding	23-Sep-19	4-Nov-19	[Teal bars from 23-Sep-19 to 4-Nov-19]																																																																		
Article gets considered again, at the Fall Town Meeting, if needed	4-Nov-19		[Red dot at 4-Nov-19]																																																																		
Construction	5-Nov-19	31-Jan-21	[Orange bars from 5-Nov-19 to 31-Jan-21]																																																																		



TOWN OF ESSEX
PUBLIC SAFETY BUILDING PROJECT
JUNE 4, 2019



TOWN OF ESSEX
PUBLIC SAFETY BUILDING PROJECT
JUNE 4, 2019



Essex Public Safety Building Project

Town Building Committee

Sign-In List

Location: Town Hall, 3rd Floor

Date: 6/19/2019

Name Email

- 1 Tim Dorman tim.dorman@NV5.com
- 2 Peter Phippen pphipp@protonmail.com
- 3 PAUL FRANCIS pfrancis@dessexma.org
- 4 PETER SILVA PSILVA@ESSEXMA.ORG
- 5 Ruth Perren ruthperren@gmail.com
- 6 STEVE ROBERTS ~~SRROBERTS@JOHNSON-ROBERTS.COM~~
- 7 PHIL O'BRIEN pobrien@Johnson-roberts.com.
- 8 USA O'DONNELL lodonnell.pss@essexma.org
- 9 Andrew Spinney anchorseal@me.com
- 10 Ramie Rearden Ramie6582@comcast.net
- 11 Colleen Knos Colleenmenos@gmail.com
- 12 Brendhan Zubricki bzubricki@dessexma.org
- 13 Peter Levasseur peterlevasseur2@gmail.com
- 14 Charlie Storey cstorey@harpoon.com
- 15 Daniel M. Dawcette ddawcette@essexma.org
- 16
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- 19
- 20

Town Building Committee
Board of Selectmen
Wednesday, June 19, 2019
7:00 p.m.
Town Hall, 3rd Floor Auditorium
30 Martin Street

AGENDA

- Questions from the public.
- Approve minutes from June 5, 2019.
- Discuss results of site geotechnical and soils work to date.
- General design update from Johnson Roberts Associates (JRA).
- Discuss continued, pre-construction use and management of property at 11 John Wise Avenue.
- Review project schedule, including status of specific permits and activities necessary to obtain building permit, and upcoming milestones, NV5.
- Review what is currently included in fixtures, furnishings, and equipment budget.
- Items not contemplated by the Chairman in advance of the meeting posting deadline.
- Public comment.
- Adjourn.