

WAKEFIELD PERMANENT BUILDING COMMITTEE
WAKEFIELD PUBLIC SAFETY MEETING MINUTES

Date:	Thursday, January 14 th , 2021
Location:	Virtual "Zoom" Meeting
Time:	7:00pm

Name		Present
Joseph B. Bertrand	Chair, Permanent Building Committee	✓
Timothy Demers	Permanent Building Committee	✓
Charles L. Tarbell	Permanent Building Committee	✓
Jerry Hammersley	Permanent Building Committee	✓
Jason Cohen	Permanent Building Committee	✓
Janine R. Fabiano	Permanent Building Committee	✓
John McDonald	Permanent Building Committee	✓
Tom Galvin	Permanent Building Committee	✓
Marc Moccio	Permanent Building Committee (non-voting)	✓
Philip Renzi	Permanent Building Committee (non-voting)	✓
Wayne Hardacker	Permanent Building Committee (non-voting)	✓
Steven Skory	Chief, Wakefield Police Department	✓
Craig Calabrese	Deputy Chief, Wakefield Police Department	✓
Michael Sullivan	Chief, Wakefield Fire Department	✓
Lynn Stapleton	Leftfield Project Management	✓
Shane Nolan	Leftfield Project Management	✓
Jim Rogers	Leftfield Project Management	✓
Janet Slemenda	HKT Architects	✓
Any Dunlap	HKT Architects	x

I. Joe Bertrand opened the Public Safety portion of the meeting at approx. 7:30pm.

II. Shane Nolan presented the Leftfield OPM Report

A. Administrative Actions

Meeting Minutes

The meeting minutes of the 12/17/20 Permanent Building Committee: Wakefield Public Safety were presented for review.

Chip Tarbell made a motion to approve the Wakefield Public Safety Meeting Minutes dated 12/17/20 as presented. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.

Invoices

The following invoices were presented for review and approval.

Leftfield LLC Invoice #2 dated 12/31/20 in the amount of \$5,000.00

Chip Tarbell made a motion to approve the Leftfield Invoice as presented. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.

HKT Architects Invoice #022023.1 dated 01/08/21 in the amount of \$4,252.50

Chip Tarbell made a motion to approve the Leftfield Invoice as presented. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.

B. Progress Update

Shane Nolan noted that the survey crew work began on January 4 around the outside of the Public Safety building. They then moved inside to survey the existing building conditions. They are expected to finish by January 15th. After that they will prepare their “point cloud model” and send it to HKT. This will allow the HKT and their consultants to begin actual design work.

The Geotech Engineers were also on site on January 6 and 7th. The Police and Fire Department helped with cordoning off the work areas to allow access for their equipment. The Engineers were able to do borings in front of the building at both the Police and Fire sides and also at the Sallyport at the rear. The engineers are working on their final report and that should be made available shortly.

Chip Tarbell asked if the survey and geotechnical work had been disruption to the Police or Fire operations. Chief Skory and Chief Sullivan both noted that the work had gone smoothly with minimal disruption.

Prior to the Holidays Joe Bertrand received a phone call from the Inspector General’s office advising that they were complete with their review of the CM at Risk application and that it had been approved. A formal letter confirming this was received on January 4th. This review was completed ahead of schedule and now allows the Building Committee to solicit qualifications and proposals and to award a contract to a CM at risk firm.

C. Project Schedule

Design Schedule

The design schedule was presented and reviewed. It was noted that there have been no changes since the review at the last PBC meeting. The project continues to move through the early schematic design phase. It is anticipated that the schematic design pricing set will be available for the estimators on April 2. A schematic design estimate will then be presented to the SBC in late April.

CM-R Selection Schedule

The CM-R selection schedule was presented and reviewed. With the confirmation of the IG’s approval to use CM-R LeftField will now proceed with the first phase of selection – the pre-qualification phase. A draft Request for Qualification (RFQ) was issued to the Building Committee for review prior to the meeting. Shane Nolan asked that any questions or comments be sent directly to him. SN will coordinate the advertisements and notices required to issue the RFQ to interested firms. The RFQ will be available to interested CM-R firms on January 27. Responses will be due on February 10th. Chief Skory confirmed that CORI checks should be part of the CM-R’s services.



Joe Bertrand noted that the CM-R Pre-Qualification Committee (and Selection Committee) would include all members of the Permanent Building Committee. As part of the RFQ SN will include a request for hard copies of the CM's qualifications and coordinate distribution when received.

It is hope that a CM-R will be on board by March 25th in line with the timing of the schematic design estimates.

D. Project Budget

The Overall Project Budget was presented for review. Shane Nolan noted there has not been any changes to this since the last PBC meeting.

E. Other Business/Discussion

Shane Nolan presented an overview of the meeting schedule with proposed agendas. SN reviewed the upcoming meetings for the Working Group during the schematic design phase. Each meeting will concentrate on a specific topic so that the information can be reported back to the PBC and incorporated into the design as necessary. The schedule included PBC meetings every other week. SN and Joe Bertrand will review this and determine the appropriate PBC meetings for the Public Safety project participants to attend.

III. Next Permeant Building Committee was schedule for January 28, 2021 at 7:00pm.

Jason Cohen made a motion to adjourn the meeting at 7:55pm. Seconded by Chip Tarbell.

Approved unanimously.

Attachments:

- 01/14/21 Leftfield OPM Report

Town of Wakefield

PUBLIC SAFETY BUILDING

RENOVATION AND UPGRADE

**Permanent Building Committee Meeting
January 14, 2020**



WAKEFIELD PUBLIC SAFETY | OPM REPORT

AGENDA:

1. Administrative Actions

- Approval of December 17th, 2020 Permanent Building Committee Meeting Minutes
- Approval of December 2020 Invoices

2. Progress Report

3. Schedule Update

- Design Schedule
- CMR Selection Schedule

2. Budget

- Project Budget Report Update

4. Other Business/Discussion

- CMR Prequalification and Selection Process
- Review Work Plan/Schedule of Upcoming Meetings


5. Next Meeting

- Permanent Building Committee Meeting

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Approval of December 17th, 2020 PBC Meeting Minutes



THE RIGHT CHOICE IN PROJECT MANAGEMENT

WAKEFIELD PERMANENT BUILDING COMMITTEE	WAKEFIELD PUBLIC SAFETY MEETING MINUTES
Date:	Thursday, December 17 th , 2020
Location:	Virtual "Zoom" Meeting
Time:	7:00pm


Name		Present
Joseph B. Bertrand	Chair, Permanent Building Committee	✓
Timothy Demers	Permanent Building Committee	✗
Charles L. Tarbell	Permanent Building Committee	✗
Jerry Hammersley	Permanent Building Committee	✓
Jason Cohan	Permanent Building Committee	✓
Christopher Callahan	Permanent Building Committee	✗
Janine R. Fabiano	Permanent Building Committee	✗
John McDonald	Permanent Building Committee	✓
Tom Galvin	Permanent Building Committee	✓
Marc Muccio	Permanent Building Committee (non-voting)	✓
Philip Renzi	Permanent Building Committee (non-voting)	✓
Wayne Hardacker	Permanent Building Committee (non-voting)	✓
Steven Skory	Chief, Wakefield Police Department	✓
Craig Calabrese	Deputy Chief, Wakefield Police Department	✓
Michael Sullivan	Chief, Wakefield Fire Department	✓
Joe Conway	Director, Wakefield DPW	✓
Lynn Stapleton	Leftfield Project Management	✓
Shane Nolan	Leftfield Project Management	✓
Janet Siemenda	HKT Architects	✓
Any Dunlap	HKT Architects	✓

I. Joe Bertrand opened the Public Safety portion of the meeting at approx. 7:30pm.

II. Shane Nolan presented the Leftfield OPM Report

- Administrative Actions
Meeting Minutes
The meeting minutes of the 12/03/20 Permanent Building Committee: Wakefield Public Safety were presented for review.
*Jason Cohan made a motion to approve the Wakefield Public Safety Meeting Minutes dated 11/05/20 as presented. Seconded by Tom Galvin.
On a roll call vote the motion was approved unanimously.*

Page 1 of 3



THE RIGHT CHOICE IN PROJECT MANAGEMENT

2. Project Schedule
The design schedule was presented for review. Shane Nolan noted that the Schematic Design dates have pushed out 2-4 weeks. This is to give the Designers and their Consultants sufficient time to produce a reliable set of pricing documents for the cost estimators. SN noted that the Designers will continue to work while the estimates are being prepared at each phase. Subcontractor bidding is expected to be the Fall of 2021 and construction to start in November 2021.

3. Project Budget
The Overall Project Budget was presented for review. Shane Nolan noted there has not been any changes to this since the last PBC meeting.

4. Other Business/Discussion
Shane Nolan presented an overview of the Construction Manager at Risk (CM-R) selection process and the schedule for CM-R appointment. Following the PBC's decision at the last meeting to use the CM-R delivery method Leftfield prepared and submitted an application to the Office of Inspector General (OIG) for approval to proceed with CM-R. SN advised that the OIG has 45 days to review and respond to the application, but their review times have generally been shorter. The next steps can proceed while the OIG review is ongoing however a CM contract cannot be executed prior to the OIG approval.

The next step is to appoint a Prequalification Committee. This Prequalification Committee must consist of at least 2 representatives of the Town, one representative from the OPM and one representative from the Designer. The Prequal Committee will oversee a two phase process to hire a CM-R. In the first phase a Request for Qualifications (RFQ) is issued and interested CM-R firms must submit their Statements of Interest (SoI) for review by the Prequal Committee if they wish to proceed to phase 2, Request for Proposal (RFP). Only CM-R firms prequalified in phase 1 will be invited to submit a proposal in phase 2. A minimum of three CM-R must be prequalified in phase one to proceed to phase 2.

Joe Bertrand asked that the Prequalification Committee representatives be confirmed at the next PBC meeting. SN noted this will work with the schedule for CM-R selection. The goal is to have a CM-R on board by April in line with the Schematic Design. SN will continue to prepare the RFQ document so that it is ready for review when the Prequal Committee is confirmed.


III. Janet Siemenda presented an overview of the proposed program and design based on the Feasibility Study. The Working Group met on December 9th to review and verify the building program included in the Feasibility Study. The existing conditions and proposed new layouts were reviewed during the Working Group meeting and it was confirmed that there were no significant changes and only minor comments that can be easily addressed through the design development.

Moving forward the building scanning process will begin on January 4th. This will involve a survey crew working around the exterior of the building and inside to record and document existing conditions. This work is expected to take 9-10 days to complete. Geotechnical borings are also required and need to be scheduled. Leftfield will work with the Police and Fire Chiefs and HKT to schedule and coordinate this work.

HKT have also begun to coordinate the work of other consultants to start their schematic design.

Chief Sullivan asked about access to the buildings during construction. Shane Nolan noted that the process to look at phasing including any temporary relocation of staff and access to the building is underway. This

Page 2 of 3



THE RIGHT CHOICE IN PROJECT MANAGEMENT

will be reviewed and discussed with the Police & Fire Chiefs at Working Group meetings. Once a CM-R is on board in April a more detailed scheme will be developed and a final plan should be in place sometime in the summer of 2021. Construction is expected to start in November 2021.

IV. Next Permanent Building Committee was scheduled for January 05 (Tuesday), 2021 at 7:00pm.
*Jason Cohan made a motion to adjourn meeting at 8:00pm. Seconded by Jerry Hammersley.
Approved unanimously.*

Attachments:
• 12/17/20 Leftfield OPM Report
• 12/17/20 HKT Presentation

Page 3 of 3

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Approval of December 2020 Invoices

Vendor	Invoice #	Invoice Date	Description of Services	Invoice Amount
LeftField	2	12/31/20	OPM Services Dec 1 – Dec 31, 2020	\$5,000.00
HKT Architects	022023.1	01/08/21	Designer Services Dec 1 – Dec 31, 2020	\$4,252.50
			TOTAL:	\$9,252.50



Joseph B. Bertrand
 Permanent Building Committee Chair
 Town of Wakefield
 1 Lafayette Street
 Wakefield, MA 01880

Invoice Date: 12/31/20
 Invoice No: 2

FOR: Owner's Project Management Services
 Wakefield Public Safety Renovations/Addition Project
 1 Union Street, Wakefield MA 01880

Professional Services from December 1 - December 31, 2021

OPM Basic Services	Amount
Basic Services 12/01/20 - 12/31/20	\$5,000

Total Fees: \$ 5,000.00

Reimbursable Expenses	Amount
Reimbursables 12/01/20 - 12/31/20	\$0.00

Total Expenses: \$0.00

Total this Invoice: \$ 5,000.00

Basic Services	Budget	Previous	Current	Total To Date	Balance
Feasibility Study/Schematic Design	\$20,000	\$5,000	\$5,000	\$10,000	\$10,000
Design Development Phase	\$30,000	\$0	\$0	\$0	\$30,000
Construction Documents Phase	\$40,000	\$0	\$0	\$0	\$40,000
Bidding/Construction Phase	\$270,000	\$0	\$0	\$0	\$270,000
Close-out Phase	\$20,000	\$0	\$0	\$0	\$20,000
<i>OPM Services Total:</i>	<i>\$380,000</i>	<i>\$5,000</i>	<i>\$5,000</i>	<i>\$10,000</i>	<i>\$370,000</i>

Reimbursable Services	Budget	Previous	Current	Total To Date	Balance
<i>Reimbursable Expenses Total:</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>	<i>\$0</i>
Total Contract:	\$380,000	\$5,000	\$5,000	\$10,000	\$370,000

Please Remit Payment To:
 LeftField, LLC
 17 Highfield Lane
 Norwell, MA 02061

APPROVED BY:

Joseph Bertrand/Chip Tarbell
 Chairman/Secretary
 Permanent Building Committee
 Date: January 14, 2021

MONTHLY INVOICE

BILL TO

Joseph B. Bertrand
Permanent Building Committee Chair
Town of Wakefield
1 Lafayette Street
Wakefield, MA 01880

Project Description: Wakefield Public Safety Building Supplemental Services

Professional Services: December 1, 2020 through December 31, 2020

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
000001-022023.1	Jan 08, 2021	Feb 07, 2021	022023.1	\$4,252.50

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase Completed	Amount Billed	% complete	Value of Completed	Amount remaining
Pre-Design	3.73%	\$6,536.00	0.00%	\$0.00	65.06%	\$4,252.50	\$2,283.50
Survey	5.49%	\$9,629.00	0.00%	\$0.00	0.00%	\$0.00	\$9,629.00
Geotechnical Engineering	10.37%	\$18,186.00	0.00%	\$0.00	0.00%	\$0.00	\$18,186.00
Hazardous Materials	2.85%	\$5,000.00	0.00%	\$0.00	0.00%	\$0.00	\$5,000.00
Laser Scanning, Point Cloud and 3D Model	28.09%	\$49,255.00	0.00%	\$0.00	0.00%	\$0.00	\$49,255.00
Stormwater Management	5.25%	\$9,205.00	0.00%	\$0.00	0.00%	\$0.00	\$9,205.00
Value Engineering	2.68%	\$4,700.00	0.00%	\$0.00	0.00%	\$0.00	\$4,700.00
Reconciliation	3.54%	\$6,200.00	0.00%	\$0.00	0.00%	\$0.00	\$6,200.00
Hydrant Flow Test	1.00%	\$1,750.00	0.00%	\$0.00	0.00%	\$0.00	\$1,750.00
Building Envelope	12.29%	\$21,550.00	0.00%	\$0.00	0.00%	\$0.00	\$21,550.00
Envelope - Drone	0.63%	\$1,100.00	0.00%	\$0.00	0.00%	\$0.00	\$1,100.00
Envelope - Boom Lift Inspection	2.93%	\$5,146.00	0.00%	\$0.00	0.00%	\$0.00	\$5,146.00
Envelope - Exploratory Demolition	9.00%	\$15,776.00	0.00%	\$0.00	0.00%	\$0.00	\$15,776.00
Envelope - Roof Scan	2.51%	\$4,400.00	0.00%	\$0.00	0.00%	\$0.00	\$4,400.00
Envelope - Water Testing	3.66%	\$6,426.00	0.00%	\$0.00	0.00%	\$0.00	\$6,426.00
FFE	5.99%	\$10,500.00	0.00%	\$0.00	0.00%	\$0.00	\$10,500.00
	100.00%	\$175,359.00	0.00%	\$0.00	2.43%	\$4,252.50	\$171,106.50

Invoice Total: **\$4,252.50**Account Balance: **\$4,252.50**

Please make payments to HKT Architects, Inc.

APPROVED
Leftfield PM
01/08/2021**APPROVED BY:**

Joseph Bertrand/Chip Tarbell
Chairman/Secretary
Permanent Building Committee
Date: December 3, 2020

WAKEFIELD PUBLIC SAFETY | OPM REPORT

2. Progress Update

- Geotech Borings were done on January 6th and 7th.
- Building survey work began January 4th. All surveying is expected to be completed by January 15th.
- The Office of Inspector General completed their review of the Construction Manager at Risk application. A letter approving the CM at Risk delivery method was received on January 4th.

WAKEFIELD PUBLIC SAFETY | OPM REPORT

3. Project Schedule: Design Schedule

Feasibility Study/Schematic Design

- Develop Schematic Design Documents
- Update Schematic Design Estimate
- PBC Review & Approval of SD & Project Budget

Dec 3 – April 29

Dec 3 – April 2

April 5 – April 23

April 29

Ongoing

Ongoing

Design Development

- Develop Design Development Documents
- Design Development Estimate
- PBC Review & Approval of DD Estimate

May 3 – July 2

May 3 – July 2

July 5 – July 23

July 29

Construction Documents

- Develop 60% Construction Documents
 - 60% Construction Documents Estimate
 - PBC Review & Approval of CD60 Estimate
- 100% Construction (Bid) Documents

July 12 – Oct 1

June 12 – Aug 20

Aug 23 – Sept 3

Sept 9

Aug 23 – Oct 1

Bidding

Oct 6 - Oct 27

Review Bids & Prepare GMP

Oct 27 – Nov 10

PBC Approval/Execute GMP/Construction Notice to Proceed

Mid November 2021

Construction

12 Months: Phasing - TBD

WAKEFIELD PUBLIC SAFETY | OPM REPORT

3. Project Schedule: CMR Selection

• Submit Application to Office of Inspector General (OIG)	December 16	Complete
• Submit CM-R ad to Central Register (CR), Local Paper & CommBuys	January 21	
• RFQ Advertisement noticed in CR, Local Paper and CommBuys RFQ available to CM-R firms – LPM to distribute	January 27	
• Approval to use CMR by OIG	February 1	Complete
• CM-R Statement of Qualifications (SoQ) due (2 weeks) Format?	February 10	
• CM-R Committee Review CM SoQ's	Feb 11- Feb 23	
• <u>CM-R Committee Meeting:</u> Review CM-R SoQ's, PreQual CM-R firms	February 23	
• <u>PBC Meeting:</u> Approve list of Pre-Qualified CM-Rs	February 25	
• Issue RFP to Pre-Qualified CM-Rs	February 26	
• CM-R Statement of Qualifications (SoQ) due (2 ½ weeks)	March 17	
• CM-R Committee Review CM Proposals	Mar 18 - Mar 23	
• <u>CMR Committee Meeting:</u> Interview and Rank CM-R Firms	March 23	
• <u>PBC Meeting:</u> CM-R Committee make recommendation on CM-R firm	March 25	

WAKEFIELD PUBLIC SAFETY | OPM REPORT

4. Project Budget:

	Total Project Budget	Authorized Changes	Current Project Budget
ADMINISTRATION (Owners Project Manager, Advertising, Printing, Owners Insurance, Misc. Admin. Costs)	\$410,000	N/A	\$410,000
ARCHITECTURE AND ENGINEERING (Architectural and Engineering Costs, Supplemental & Reimbursable Services)	\$922,222	N/A	\$922,222
PRE-CONSTRUCTION & CONSTRUCTION (CM Pre-Construction (if applicable), Construction Costs)	\$6,715,000	N/A	\$6,715,000
MISC. PROJECT COST (Utility Costs, 3 rd Party Testing & Inspections, 3 rd Party Commissioning, Other Project Costs)	\$160,000	N/A	\$160,000
FURNITURE FIXTURES AND EQUIPMENT (Office, Dispatch & Other Misc. Furniture, Communications Equipment, Building Security)	\$645,300	N/A	\$645,300
CONTINGENCY (Owners and Construction Contingency)	\$747,478	N/A	\$747,478
TOTAL PROJECT BUDGET	\$9,600,000	N/A	\$9,600,000

Total Project Budget Status Report

Description	Total Project Budget	Authorized Changes	Revised Total Budget	Total Committed	% Cmt'd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend
ADMINISTRATION								
Legal Fees	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Owner's Project Manager	\$ 380,000	\$ -	\$ -	\$ 380,000	100%	\$ 5,000	1%	\$ 375,000
Schematic Design	\$ 20,000	\$ -	\$ -	\$ 20,000	100%	\$ 5,000	25%	\$ 15,000
Design Development	\$ 30,000	\$ -	\$ -	\$ 30,000	100%	\$ -	0%	\$ 30,000
Construction Documents	\$ 40,000	\$ -	\$ -	\$ 40,000	100%	\$ -	0%	\$ 40,000
Bidding	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Construction Administration	\$ 270,000	\$ -	\$ -	\$ 270,000	100%	\$ -	0%	\$ 270,000
Closeout	\$ 20,000	\$ -	\$ -	\$ 20,000	100%	\$ -	0%	\$ 20,000
Cost Estimates	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Reimbursable & Other Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Advertising and Printing	\$ 5,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 5,000
Permitting	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Owner's Insurance	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Other Administrative Costs	\$ 25,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 25,000
SUB-TOTAL	\$ 410,000	\$ -	\$ -	\$ 380,000	93%	\$ 5,000	1%	\$ 405,000
ARCHITECTURE & ENGINEERING								
A/E Basic Services	\$ 753,399	\$ -	\$ -	\$ 753,399	100%	\$ -	0%	\$ 753,399
Feasibility/Schematic Design	\$ 96,389	\$ -	\$ -	\$ 96,389	100%	\$ -	0%	\$ 96,389
Design Development	\$ 117,145	\$ -	\$ -	\$ 117,145	100%	\$ -	0%	\$ 117,145
Construction Documents	\$ 186,181	\$ -	\$ -	\$ 186,181	100%	\$ -	0%	\$ 186,181
Bidding	\$ 43,690	\$ -	\$ -	\$ 43,690	100%	\$ -	0%	\$ 43,690
Construction Administration	\$ 309,994	\$ -	\$ -	\$ 309,994	100%	\$ -	0%	\$ 309,994
Closeout	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Other Basic Services	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Extra and Reimbursable Services	\$ 168,823	\$ -	\$ -	\$ 168,823	100%	\$ -	0%	\$ 168,823
Other Reimbursable Costs	\$ 21,855	\$ -	\$ -	\$ 21,855	100%	\$ -	0%	\$ 21,855
HazMat Engineering & Monitoring	\$ 5,000	\$ -	\$ -	\$ 5,000	100%	\$ -	0%	\$ 5,000
Geotechnical & Geo-environmental	\$ 18,186	\$ -	\$ -	\$ 18,186	100%	\$ -	0%	\$ 18,186
Survey	\$ 9,629	\$ -	\$ -	\$ 9,629	100%	\$ -	0%	\$ 9,629
Building Envelope Consultant	\$ 49,255	\$ -	\$ -	\$ 54,398	110%	\$ -	0%	\$ 49,255
Scanning Services	\$ 54,398	\$ -	\$ -	\$ 49,255	91%	\$ -	0%	\$ 54,398
FFE Design	\$ 10,500	\$ -	\$ -	\$ 10,500	100%	\$ -	0%	\$ 10,500
SUB-TOTAL	\$ 922,222	\$ -	\$ -	\$ 922,222	100%	\$ -	0%	\$ 922,222
CONSTRUCTION COSTS								
Pre-Construction	\$ 65,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 65,000
Construction	\$ 6,650,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 6,650,000
Change Orders	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
SUB-TOTAL	\$ 6,715,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 6,715,000
MISCELLANEOUS PROJECT COSTS								
Utility Company Fees	\$ 30,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 30,000
Testing Services	\$ 30,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 30,000
Commissioning	\$ 50,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 50,000
Other Project Costs	\$ 50,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 50,000
SUB-TOTAL	\$ 160,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 160,000
FURNISHINGS & EQUIPMENT								
Furnishings & Equipment	\$ 409,050	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 409,050
Technology & Communications	\$ 236,250	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 236,250
SUB-TOTAL	\$ 645,300	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 645,300
CONTINGENCY								
Construction Contingency	\$ 610,000	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 610,000
Owner's Contingency	\$ 137,478	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 137,478
SUB-TOTAL	\$ 747,478	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ 747,478
TOTAL PROJECT BUDGET	\$ 9,600,000	\$ -	\$ -	\$ 1,302,222	14%	\$ 5,000	0%	\$ 9,595,000
<i>(sum of all sub-totals above)</i>								

WAKEFIELD PUBLIC SAFETY | OPM REPORT

5. Other Business/Discussion

5.1 Work Plan/Meeting Schedule & Agendas

Review of draft work plan and schedule of meetings

FORMING THE TEAM – November 2020 – December 2020

Permanent Building Committee	Thursday 11/05/20; 7:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Introduce Leftfield OPM • Discuss Options for Designer Services
Permanent Building Committee	Thursday 12/03/20; 7:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Preliminary Design Schedule & Total Project Budget • Designer Approval

PRE DESIGN/SCHEMATIC DESIGN December 2020 – April 2021

Advisory Working Group	Wednesday 12/09/20; 1:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Review & Verify of Feasibility Study Program and Building Layouts
Permanent Building Committee	Thursday 12/17/20; 7:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Design Schedule Update • Budget Update • Construction Delivery Overview – DBB and CM-R • Recap of Feasibility Study Program and Building Layouts
Permanent Building Committee	Thursday 01/14/21; 7:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Design Update/Review Work Plan
Advisory Working Group	Wednesday 01/20/21; 2:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Preliminary Phasing and Logistics Plan
Permanent Building Committee	Thursday 01/28/21; 7:00pm Virtual ZOOM Meeting	
Advisory Working Group	Wednesday 02/03/21; 2:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Review floor plans and extent of work limits • Interior building finishes/schedule
Permanent Building Committee	Thursday 02/11/21; 7:00pm Virtual ZOOM Meeting	
Advisory Working Group	Wednesday 02/17/21; 2:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Review Existing MEP & FP Building Systems and Proposed Upgrades
CM-R PreQual Committee	Tuesday 02/23/21; 12:00PM Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Review CM-R Statements of Qualification • Review DRAFT Request for Proposals
Permanent Building Committee	Thursday 02/25/21; 7:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Approve Pre-Qualified CM-R (to proceed to RFP Phase)
Advisory Working Group	Wednesday 03/03/21; 2:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Site, Civil and Landscape • Built in Furniture & FFE
CM-R PreQual Committee	Tuesday 03/09/21; 2:00PM Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Review format for CM-R Interviews
Permanent Building Committee	Thursday 03/11/21; 7:00pm Virtual ZOOM Meeting	
Advisory Working Group	Wednesday 03/17/21; 2:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Building Envelope • Building IT and Security
CM-R PreQual Committee	Tuesday 03/23/21; 2:00PM Virtual ZOOM Meeting	<ul style="list-style-type: none"> • CM-R Interviews
Permanent Building Committee	Thursday 03/25/21; 7:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Approve SD Estimating Set • Select CM-R

SCHEMATIC DESIGN ESTIMATE SET TO ESTIMATORS April 2

DESIGN DEVELOPMENT April 2021 – July 2021

Permanent Building Committee	Thursday 04/08/21; 7:00pm Virtual ZOOM Meeting	
Permanent Building Committee	Thursday 04/22/21; 7:00pm Virtual ZOOM Meeting	
Permanent Building Committee	Thursday 05/06/21; 7:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Review SD Estimates • Overall Project Budget
Permanent Building Committee	Thursday 05/20/21; 7:00pm Virtual ZOOM Meeting	
Permanent Building Committee	Thursday 06/03/21; 7:00pm Virtual ZOOM Meeting	
Permanent Building Committee	Thursday 06/17/21; 7:00pm Virtual ZOOM Meeting	
Permanent Building Committee	Thursday 07/01/21; 7:00pm Virtual ZOOM Meeting	

DESIGN DEVELOPMENT ESTIMATE SET to ESTIMATORS – July 02
CONSTRUCTION DOCUMENTS -- July 2021 – September 2021

Permanent Building Committee	Thursday 07/15/21; 7:00pm Virtual ZOOM Meeting	
Permanent Building Committee	Thursday 07/29/21; 7:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Review DD Estimates
Permanent Building Committee	Thursday 08/12/21; 7:00pm Virtual ZOOM Meeting	

60% CONSTRUCTION DOCUMENTS ESTIMAE SET to ESTIMATORS – August 20

Permanent Building Committee	Thursday 08/26/21; 7:00pm Virtual ZOOM Meeting	
Permanent Building Committee	Thursday 09/09/21; 7:00pm Virtual ZOOM Meeting	<ul style="list-style-type: none"> • Review CD Estimates
Permanent Building Committee	Thursday 09/23/21; 7:00pm Virtual ZOOM Meeting	
Permanent Building Committee	Thursday 10/07/21; 7:00pm Virtual ZOOM Meeting	

100% CONSTRUCTION (BID) DOCUMENTS SET to Printers - October 1
BIDDING & AWARD October 2021 – November 2021

CONSRUCTION November 2021