

**WAKEFIELD PERMANENT BUILDING COMMITTEE**
**WAKEFIELD PUBLIC SAFETY MEETING MINUTES**

Date:	Thursday, March 25, 2021
Location:	Virtual "Zoom" Meeting
Time:	7:00pm
Prepared BY:	Shane Nolan – LeftField PM

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	x
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	✓

- I. Joe Bertrand opened the Public Safety meeting at approx. 7:00pm.
- II. Shane Nolan gave an overview of the process to select a Construction Manager at Risk at this evening's meeting. SN thanked all the Selection Committee members who reviewed the CM-R Technical Proposals and sent in their preliminary rankings. SN gave a summary of the CM-R ranking received. After discussion it was agreed that the preliminary rankings of Bond Building and WT Rich were very similar, and that the Committee would proceed to the interview portion using the following preliminarily rankings:
  - #1 (tied) Bond Building
  - #1 (tied) WT Rich
  - #3 Commodore Builders

The Committee proceeded to interview CM-R firms in the following order:

WT Rich  
Commodore Builders  
Bond Building

Each firm gave a presentation based on the predetermined discussion topics sent by the Selection Committee. Following the presentations and questions and answer the Selection Committee reranked the CM-R firms based a combination of their Technical Proposal and Interview as follows:

#1 Bond Building  
#2 WT Rich  
#3 Commodore Builders

Shane Nolan presented a summary of each firms Price Proposals. Based on the Price Proposals the Selection Committee ranked the CM-R firms based on their Price Proposal as follows:

#1 Bond Building  
#2 Commodore Builders  
#3 WT Rich

Each Selection Committee Member provided comments and gave their Final Composite Ranking based on Technical Proposal/Interview and Price Proposal. The final ranking was as follows:

#1 Bond Building  
#2 WT Rich  
#3 Commodore Builders

*Chip Tarbell made a motion to rank the CM-R firms in the following order #1 Bond Building, #2 WT Rich and #3 Commodore Building and to award the CM-R Contract to Bond Building pending successful non fee negotiations. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously by the Voting Members of the Permanent Building Committee.*

III. Shane Nolan presented the following Administrative Items

A. Meeting Minutes

The meeting minutes of the 02/18/21 Permanent Building Committee: Wakefield Public Safety were presented for review.

*Chip Tarbell made a motion to approve the Wakefield Public Safety Meeting Minutes dated 02/18/21 as presented. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.*

Invoices

Three (3) invoices in the total amount of \$48,903.00 were presented for review and approval.

- 1) Leftfield LLC Invoice #4 dated 02/28/21 in the amount of \$10,000.00  
*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.*
- 2) HKT Architects Invoice #2-022023 dated 03/05/21 in the amount of \$20,827.10  
*Chip Tarbell made a motion to approve the HKT Invoice as presented. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.*



3) HKT Architects Invoice #3-022023.1 dated 03/05/21 in the amount of \$18,075.90

*Chip Tarbell made a motion to approve the HKT Invoice as presented. Seconded by John McDonald. On a roll call vote the motion was approved unanimously.*

IV. Next Permanent Building Committee was scheduled for April 1, 2021 at 7:00pm.

*Chip Tarbell made a motion to adjourn the meeting at 10:15pm. Seconded by Jason Cohen. Approved unanimously.*

Attachments:

- 03/25/21 LPM Presentation

Town of Wakefield

# **PUBLIC SAFETY BUILDING**

## **RENOVATION AND UPGRADE**

Permanent Building Committee Meeting  
March 25, 2021



# WAKEFIELD PUBLIC SAFETY | OPM REPORT

## AGENDA:

### 1. Administrative Actions

- Review of February 12<sup>th</sup>, 2021 Permanent Building Committee Meeting Minutes
- Review of February 2021 Invoices

### 2. CM-R Selection

- Step 1- Preliminary Rankings: Technical (Non-Price) Proposals
- Step 2 - CM-R Interviews:
  - WT Rich
  - Commodore Builders
  - Bond Building
  - Final Rankings: Technical (Non-Price) Proposals
- Step 3 - Ranking: Non-Technical (Price) Proposals
- Step 4 - Composite (Final) Rankings based on Technical/Interviews and Non-Technical Proposals

### 3. Other Business/Discussion

### 4. Next Meeting

- Permanent Building Committee Meeting

# WAKEFIELD PUBLIC SAFETY | OPM REPORT

## 1. Administrative Actions

### Approval of February 12<sup>th</sup>, 2021 PBC Meeting Minutes



#### WAKEFIELD PERMANENT BUILDING COMMITTEE | WAKEFIELD PUBLIC SAFETY MEETING MINUTES

Date:	Thursday, February 18 <sup>th</sup> 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 Hamersley	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 Siemenda	HKT Architects	✓
Amy Dunlap	HKT Architects	✓

- I. Joe Bertrand opened the Public Safety portion of the meeting at approx. 7:25pm.  
Joe Bertrand noted that Jerry Hamersley recused himself from the meeting at this point.

#### II. Shane Nolan presented the Leftfield OPM Report

##### A. Administrative Actions Meeting Minutes

The meeting minutes of the 02/04/21 Permanent Building Committee: Wakefield Public Safety were presented for review.

Joe Bertrand noted a misspelling of Jerry Hamersley's name.

Chip Tarbell made a motion to approve the Wakefield Public Safety Meeting Minutes dated 02/04/21 as corrected. Seconded by John McDonald. On a roll call vote the motion was approved unanimously.

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#### B. Other Business/Discussion

##### CM-R Selection Committee

Shane Nolan thanked the members of the Committee for reviewing and submitting their CM-R evaluations. The goal of tonight's meeting is to review the individual Statement of Qualification evaluations and shortlist the CM firms to move onto Phase Two of the CM selection-Proposal Phase.

SN noted that he took the Committee members individual evaluations and allocated a numerical value to correspond to each: Highly Advantageous (HA) 3 Points; Advantageous (A) 2 Points; Not Advantageous (NA) 1 Point; Unacceptable (U) 0 Points. He then took the average score for each evaluation criteria to give an overall evaluation.

**Bond Building:** Received mostly HA and A evaluations. Overall composite evaluation - HA

**Colantonio:** Received mostly HA and A evaluations. Overall composite evaluation - HA

**Commodore Builders:** Received mostly HA and A evaluations. Overall composite evaluation - HA

**DeVilis Brothers:** Received mostly A evaluations, 1 HA. Overall composite evaluation - A

**GVW Inc.:** Received NA under Management Team and Similar Projects; other were mostly A; 1 HA - Overall evaluation - NA

**Hutter Construction:** Received 2 NA and the rest were A - Overall composite evaluation - NA

**Seaver Construction:** Received NA under Management Team and Similar Projects; other were mostly A; 1 HA - Overall evaluation - NA

**WT Rich:** Received mostly HA and A evaluations. Overall composite evaluation - HA

After further discussion, the following determinations were allocated:

**Bond Building:** Qualified

**Colantonio:** Qualified

**Commodore Builders:** Qualified

**DeVilis Brothers:** Not Qualified

**GVW Inc.:** Not Qualified

**Hutter Construction:** Not Qualified

**Seaver Construction:** Not Qualified

**WT Rich:** Qualified

SN advised that the Committee is required to select a minimum of 3 qualified CM firm to be invited to continue to Phase 2 of the selection process. The Committee may invite more than 3 if they wish. Also, the Committee has an option to interview CM firms during Phase 2. If interviews are conducted all firms part-taking in Phase 2 must be invited to interview. The general opinion was that interviews should be conducted. After additional discussion on the 4 Qualified CM firms, it was agreed that all 4 should be invited to Phase 2.

Joe Bertrand asked the Police Chief, Deputy Chief and Fire Chief for any comments. All agreed that they were satisfied with the process and happy with the outcome.

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Chip Tarbell made a motion to invite the 4 Qualified CM firms, Bond Building, Colantonio, Commodore Builders and WT Rich to participate in Phase 2 of the CM-R selection process and to conduct interviews with each. Seconded by John McDonald.

On a roll call vote:

Joe Bertrand - Yes

Tim Demers - Yes

Chip Tarbell - Yes

Janine Fabiano - Yes

John McDonald - Yes

Tom Galvin - Yes

Marc Moccio - Yes

Philip Renzi - Yes

Wayne Hardacker - Yes

Shane Nolan - Yes

Amy Dunlap - Yes

The motion was approved unanimously.

SN noted that he would reach out to all firms and advise of the outcome of the qualification process.

Shane Nolan presented the schedule for the remaining CM-R selection process. After some discussion, the following dates were confirmed:

Issue RFP to qualified firms - February 22<sup>nd</sup>

CM Proposals due: March 12<sup>th</sup>

Interviews March 18<sup>th</sup>

- III. Janet Siemenda provided an overview of the status of the schematic design. HKT have received all the information and are constructing the building model. They received a draft geotechnical report today and have forward that onto the structural engineer for review. They have also received the code report and there does not appear to be any issues in that. The MEP engineers are schedule to walk through the building next week. After that the Advisory Working Group meeting will be rescheduled to report on their findings.

- IV. Next Permanent Building Committee was schedule for March 18, 2021 at 7:00pm.

Chip Tarbell made a motion to adjourn the meeting at 8:10pm. Seconded by John McDonald.

Approved unanimously.

#### Attachments:

- 02/18/21 Leftfield OPM Report

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## WAKEFIELD PUBLIC SAFETY | OPM REPORT

### 1. Administrative Actions

#### Approval of February 2021 Invoices

Vendor	Invoice #	Invoice Date	Description of Services	Invoice Amount
LeftField	4	02/28/21	OPM Services Jan 1 – Jan 31, 2021	\$10,000.00
HKT Architects	1-022023	03/05/21	Designer Basic Services Feb 1 – Feb 28, 2021	\$20,827.10
HKT Architects	2-022023.1	03/05/21	Designer Supplemental Services Feb 1 – Feb 28, 2021	\$18,075.90
			TOTAL:	\$48,903.00



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

Invoice Date: 2/28/21  
 Invoice No: 4

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

**Professional Services from February 1 - February 28, 2021**

OPM Basic Services	Amount
Basic Services 02/01/21 - 02/28/21	\$10,000

**Total Fees: \$ 10,000.00**

Reimbursable Expenses	Amount
Reimbursables 02/01/21 - 02/28/21	\$0.00

**Total Reimbursable Expenses: \$0.00**

**Total this Invoice: \$ 10,000.00**

OPM Basic Services	Budget	Previous	Current	Total To Date	Balance
Feasibility Study/Schematic Design	\$20,000	\$15,000	\$5,000	\$20,000	\$0
Design Development Phase	\$30,000	\$0	\$5,000	\$5,000	\$25,000
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 Basic Services Total:</i>	<i>\$380,000</i>	<i>\$15,000</i>	<i>\$10,000</i>	<i>\$25,000</i>	<i>\$355,000</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>

<b>Total Contract:</b>	<b>\$380,000</b>	<b>\$15,000</b>	<b>\$10,000</b>	<b>\$25,000</b>	<b>\$355,000</b>
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**Please Remit Payment To:**  
 LeftField, LLC  
 17 Highfield Lane  
 Norwell, MA 02061

**APPROVED BY:**

-----  
 Joseph Bertrand/Chip Tarbell  
 Chairman/Secretary  
 Permanent Building Committee  
 Date:

**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**

Professional Services: February 1, 2021 through February 28, 2021

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
000002-022023	Mar 05, 2021	Apr 04, 2021	022023	<b>\$20,827.10</b>

	Fee Summary		Previously Invoiced		Current Invoice		Remaining
	%	Stipulated	% phase Completed	Amount Billed	% complete	Value of Completed	Amount remaining
02 Schematic Design	12.03%	\$89,853.00	3.34%	\$3,000.00	26.52%	\$20,827.10	\$66,025.90
03 Design Development	15.68%	\$117,145.00	0.00%	\$0.00	0.00%	\$0.00	\$117,145.00
04 Construction Documents	24.93%	\$186,181.00	0.00%	\$0.00	0.00%	\$0.00	\$186,181.00
05 Bidding	5.85%	\$43,690.00	0.00%	\$0.00	0.00%	\$0.00	\$43,690.00
06 Construction Administration	41.51%	\$309,994.00	0.00%	\$0.00	0.00%	\$0.00	\$309,994.00
	<b>100.00%</b>	<b>\$746,863.00</b>	<b>0.40%</b>	<b>\$3,000.00</b>	<b>2.79%</b>	<b>\$20,827.10</b>	<b>\$723,035.90</b>

Invoice Total: **\$20,827.10**Previous Balance: **\$3,000.00**Payments Received: **\$3,000.00**Account Balance: **\$20,827.10**

Please make payments to HKT Architects, Inc.

**APPROVED**  
**Leftfield PM**  
**03/15/2021**

APPROVED BY:

Joseph Bertrand/Chip Tarbell  
Chairman/Secretary  
Permanent Building Committee  
Date:

**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: February 1, 2021 through February 28, 2021

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
000003-022023.1	Mar 05, 2021	Apr 04, 2021	022023.1	<b>\$18,075.90</b>

	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	79.52%	\$5,197.50	100.00%	\$1,338.50	\$0.00
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	90.00%	\$16,367.40	\$1,818.60
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	0.21%	\$105.00	0.96%	\$370.00	\$48,780.00
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
	<b>100.00%</b>	<b>\$175,359.00</b>	<b>3.02%</b>	<b>\$5,302.50</b>	<b>10.31%</b>	<b>\$18,075.90</b>	<b>\$151,980.60</b>

Invoice Total: **\$18,075.90**Previous Balance: **\$5,302.50**Payments Received: **\$5,302.50**Account Balance: **\$18,075.90**

Please make payments to HKT Architects, Inc.

APPROVED BY:

-----  
Joseph Bertrand/Chip Tarbell  
Chairman/Secretary  
Permanent Building Committee  
Date:

APPROVED  
Leftfield PM  
03/15/2021

## WAKEFIELD PUBLIC SAFETY | OPM REPORT

### 2. CM-R 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	Complete
• RFQ Advertisement noticed in CR, Local Paper and CommBuys RFQ available to CM-R firms – LPM to distribute	January 27	Complete
• Approval to use CMR by OIG	February 1	Complete
• CM-R Statement of Qualifications (SoQ) due	February 10	Complete
• PBC/CM-R Committee Review CM SoQ's	Feb 11- Feb 18	Complete
• <u>PBC/CM-R Committee Meeting:</u> Review CM-R SoQ's/Approve list of Qualified CM-Rs	February 18	Complete
• Issue RFP to Pre-Qualified CM-Rs	February 22	Complete
• CM-R Technical & Non-Technical (Price) Proposals due	March 12	Complete
• PBC/CM-R Committee Review CM Proposals	March 12-March 24	Complete
• <u>PBC/CMR Committee Meeting:</u> Interview and Select CM-R Firm	March 25	

# WAKEFIELD PUBLIC SAFETY | OPM REPORT

## 2. CM-R Selection

### Interview #1 WT Rich

Jonathan Rich – Principal in Charge  
Harvey Eskenas – Project Executive  
Andrew Farrell – Project Manager  
Bob Retzke – Project Superintendent  
Sunny Mak – Chief Estimator  
Steve Koutalakis, MEP Manager  
Sheri Cote – Director of Marketing

### Interview #3 Bond Building

Frank Hayes – Executive in Charge  
Dave Capaldo – Project Executive  
Greg Williamson – VP of Pre-Construction  
Jerry Hammersley – General  
Superintendent  
Dario Santiago – Project Manager  
Mike Beckley - Superintendent  
Olivia Garner – BIM Modeling Manager

### Interview #2 Commodore Builders

Joe Albanese, President/CEO  
Rich Lucht, Vice President  
Mark Szela, Senior Project Manager  
George Cantin, Superintendent  
Jonathan Morini, Chief Estimator  
Mark Luchini, Director of Engineering  
Kristina Cannon, Proposal Manager

**WAKEFIELD PUBLIC SAFETY BUILDING  
PERMANENT BUILDING COMMITTEE/CM AT RISK SELECTION COMMITTEE MEETING 03/25/21  
RFP EVALUATION**

**Evaluation/Selection Instructions**

- Step 1 Review and evaluate each Technical (Non Price) Proposal submitted by CM at Risk firms  
Rank the CM at Risk firms based on the Technical (Non Price) Proposal: 1 (Most Advantageous) to 3 (Least Advantageous)
- Step 2 After interviewing re-rank the CM at Risk firms (if necessary): 1 (Most Advantageous) to 3 (Least Advantageous)
- Step 3 Open, review and evaluate each Non Technical (Priced) Proposal submitted by CM at Risk firms  
Rank the CM at Risk firm's based on the Non Technical (Price) Proposal: 1 (Most Advantageous) to 3 (Least Advantageous)
- Step 4 Provide a composite (final) ranking for each CM at Risk based on Technical (Non Price) Proposal/Interview and Non Technical (Price): 1 (Most Advantageous) to 3 (Least Advantageous)

	BOND BUILDING	COMMODORE BUILDERS	WT RICH
<b>1. TECHNICAL (NON PRICE) EVALUATION: PRELIMINARY RANKING</b>	1	3	1
<b>2. TECHNICAL (NON PRICE) EVALUATION: POST INTERVIEW RANKING</b>	1	3	2
<b>3. NON TECHNICAL (PRICE) EVALUATION</b>	1	2	3
<b>4. FINAL COMPOSITE RANKING</b>	1	3	2
	BOND BUILDING	COMMODORE BUILDERS	WT RICH

# WAKEFIELD PUBLIC SAFETY | OPM REPORT

## 3. Other Business/Discussion

### 3.1 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

## 4. Next Permanent Building Committee Meeting