

WAKEFIELD PERMANENT BUILDING COMMITTEE
WAKEFIELD PUBLIC SAFETY MEETING MINUTES

Date:	Thursday, November 5, 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	✓
Philip Renzi	Permanent Building Committee	✓
Wayne Hardacker	Permanent Building Committee	✓
Steven Skory	Chief, Wakefield Police Department	✓
Craig Calabrese	Deputy Chief, Wakefield Police Department	✓
Kevin McCaul	Wakefield Police Department	✓
Shane Pelletier	Wakefield Police Department	✓
Amy Ronda	Wakefield Police Department	✓
Sean Beede	Wakefield Police Department	✓
Richard Dinanno	Wakefield Police Department	✓
Scott Reboulet	Wakefield Police Department	✓
Michael Sullivan	Chief, Wakefield Fire Department	✓
Tom Purcell	Deputy Chief, Wakefield Fire Department	✓
Joe Conway	Director, Wakefield DPW	✓
Lyn Stapleton	Leftfield Project Management	✓
Shane Nolan	Leftfield Project Management	✓
Jim Rogers	Leftfield Project Management	✓
Linda Liporto	Leftfield Project Management	✓
Janet Slemenda	HKT Architects	✓
Any Dunlap	HKT Architects	✓

1. Joe Bertrand introduced Janet Slemenda from HKT Architects. JB reminded attendees that HKT were the design firm that worked with the PBC on the initial study for the proposed upgrades to the Public Safety building. JB noted that there is an option to retain HKT as the project moves forward into the detailed



design and construction phases. JB asked JS to give an overview of HKT, their role in the project to date and plan moving forward, should they be retained.

JS introduced Amy Dunlap of HKT Architects. JS presented a slideshow to the PBC. JS noted that both she and AD have considerable experience in the design and construction of public safety building. JS would continue as the main point of contact on the project and be supported by AD. AD reviewed the list of consultants that HKT propose for the project. These are the same group that worked on the feasibility study and are familiar with the project. AD provided information of HKT's previous and current public safety building experience. AD also provided examples of HKT projects that were addition/renovations and completed in phased and/or occupied buildings. AD went through the process completed during the initial study including programming and building system surveys. AD noted many of the issues found in the current building and highlighted the proposed design to address these. JS provided an overview of the next steps and process going forward including completing surveys of existing conditions, confirmation of program and project budget.

JB opened the meeting to questions/comments from attendees. Chief Steven Skory introduced members of the Police Department attending the meeting. SS noted some of the critical issues that need to be addressed including evidence processing, storage and need for bullet proof glass. JB noted that these would all be discussed in detail at future Working Group/PBC meetings.

At this point JB thanked HKT for their work to date and this evenings presentation. JS and AD left the meeting.

2. Joe Bertrand introduced Lyn Stapleton from Leftfield PM. LS, in turn, introduced other members of the LPM team, Jim Rogers, Shane Nolan and Linda Liporto.

JB noted that the Owners Project Manager Selection Group had selected Leftfield as the project OPM. JB, Chip Tarbell and LS have been in correspondence regarding the contract and fee for the OPM services. JB noted that the proposed contract was distributed to PBC members prior to this evening meeting. JB opened the meeting to questions/comments on the proposed LPM contract. Phil Renzi asked about the lump sum fee and monthly payment schedule, in particular what happens if the project exceeds the schedule on which these are based. LS advised that the design phase is expected to follow the projected schedule. The construction phase is harder to project at this point. This will be determined as the design progresses and the phasing plan is developed. The fee is based on a 12-month construction duration. If the project were to exceed this there may be an additional fee request to retain the LPM full time clerk on site.

Chip Tarbell made a motion to approve the Leftfield contract and fee proposal of \$380,000 to provide OPM Services for the design and construction phases of the proposed Public Safety building upgrades.

Seconded by Philip Renzi.

On a roll call vote the motion was approved unanimously.

3. Joe Bertrand reverted back to the designer selection for the Public Safety building. JB asked Lyn Stapleton to give an overview of the options available to the PBC for designer services. LS noted: Option 1: Retain HKT. LS advised that the original contract allows for HKT's services agreement to be amended and extended to detailed design and construction services.



Option 2: Prepare a new Request for Services. This would require the public procurement of design services, including review of submissions, interviewing interested firms and executing a new contract. LS advised that the timeframe to do this is approx. 2 months.

JB opened up for discussion. Chief Steven Skory noted that he was happy with the performance of HKT during the study phase. SS reminded the PBC that there are options to address the deficiencies are limited in the constraints of existing building. SS feels that HKT has addressed these in the study and that hiring a new firm would likely not lead to any new design proposes. Chief Michael Sullivan and deputy Craig Calabrese shared SS view.

Chip Tarbell made a motion retain the services of HKT Architects for the design and construction phases of the proposed Public Safety building upgrades pending an acceptable contract amendment and fee negotiations. Seconded by Jerry Hammersley.

On a roll call vote the motion was approved unanimously.

4. Joe Bertrand noted the next steps are to verify the project budget, program and scope of work. Working Groups will be set up to oversee this and report back to the PBC. JB confirmed that Town meeting previously approved a to budget of \$9.6m for the project.
5. Lyn Stapleton gave a brief overview of the contractor procurement options available for this project. These are Design Bid Build (DBB) and Construction Manager at Risk (CMR). A decision on which way to proceed will be made at a later date.
6. The next Wakefield Permanent Building Committee meeting was scheduled for: Thursday, November 19th, 2020.
7. *Chip Tarbell made a motion to adjourn at 8:20pm. Seconded by Marc Muccio.*
On a roll call vote the motion was approved unanimously.