

FIELD PERMANENT BUILDING COMMITTEE WAKEFIELD PUBLIC SAFETY MEETING MINUTES
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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 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	<b>✓</b>
Craig Calabrese	Deputy Chief, Wakefield Police Department	✓
Michael Sullivan	Chief, Wakefield Fire Department	<b>√</b>
Lynn Stapleton	Leftfield Project Management	<b>✓</b>
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 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 Hammersley'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.



### 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 forms 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

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

<u>GVW Inc</u>.: 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

<u>Seaver Construction</u>: Received NA under Management Team and Similar Projects; other were mostly A;

1 HA – Overall evaluation - NA

<u>WT Rich</u>: Received mostly HA and A evaluations. Overall composite evaluation – HA

After further discussion, the following determinations were allocated:

<u>Bond Building</u>: Qualified Colantonio: Qualified

<u>Commodore Builders</u>: Qualified <u>DelUlis Brothers</u>: Not Qualified

GVW Inc.: Nor Qualified

<u>Hutter Construction</u>: Not Qualified <u>Seaver Construction</u>: Nor 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.



Chip Tarbell made a motion to invite the 4 Qualified CM firms, Bond Building, Colantonio, Commodore Builders and WT Rich to participated 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 Fabinio – 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 12th

Interviews March 18th

- III. Janet Slemenda 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 Permeant 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





## **AGENDA:**

## 1. Administrative Actions

Approval of February 4<sup>th</sup>, 2021 Permanent Building Committee Meeting Minutes

## 2. Other Business/Discussion

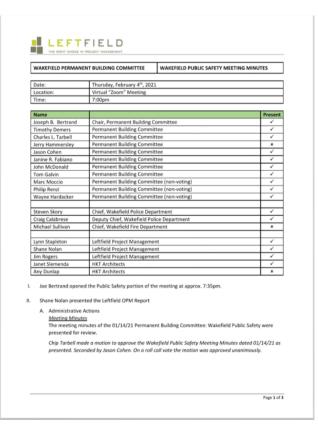
- CM-R Prequalification
  - CM-R Pre-Qualification Review of Statements of Qualification
  - CM-R Selection Schedule

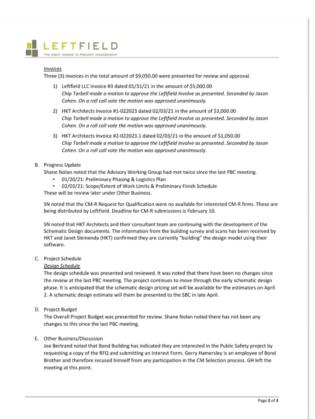
# 3. Next Meeting

Permanent Building Committee Meeting

### **Administrative Actions**

## Approval of February 4th , 2021 PBC Meeting Minutes







#### CM-R Selection Schedule

Shane Nolan gave an update on the CM-R selection process. As previously noted, Request for Qualifications were made available to interested firms on January 27th. To date 17 firms have requested a copy of the RFP. The Statements of Qualification are due back at LeftFields office on February 10th. Shane Nolan will deliver copies to the Public Safety Building for PBC/Selection Committee members to pick up at their convenience. Shane Nolan provided an overview of the contents of the Statement of Qualifications and the evaluation criteria. It was agreed that individual reviews would be completed and submitted to SN by 2/17. The PBC/Selection Committee will meet on 2/18 to complete final evaluations and select CM firms to move to the Request for Proposal phase.

III. Janet Slemenda provided an overview of the scope of work to be included in the addition, renovation and upgrades to the public Safety Building.

#### Entry Level/First Floor

Work on this level includes complete renovation of the building entrance to include new dispatch, records, lobby, Minor alterations to the Fire Admin and Fire Licensing, The new addition on the PD aside will house evidence and evidence processing. A new Women's Locker Room will be provided and minor alterations in the existing Women's Locker Room. MEP systems will be extended/reused where possible. New ceiling, base flooring and paint will be provided in the PD corridor areas and paint only in stairs. No new work to the Men's Locker Room.

### Parking Level (off Princess Street)

Minimal works will occur in this area. Repaired will be carried out per the structural engineer's report.

#### Upper Level/Second Floor

This includes renovated spaces in the PD to include new Roll Call, Kitchen, Detective Offices/Support, Family Services. This area houses MEP spaces and work will occur as necessary to upgrade systems. No work to be done on FD side unless areas are disturbed during construction. Sallyport will be extended out on Crescent Street side. Modifications will be required to the Holding Cells areas. New ceiling, base flooring and paint will be provided in the PD corridor areas and paint only in stairs. Dumpster enclosure will be modified as necessary. Extent of any repairs/alterations to the Apparatus apron need to be determined.

This area includes renovation to the PD to include Sergeant's Office, Police Chief and Admin support and Future offices. New ceiling, base flooring and paint will be provided in the PD corridor areas and paint only in stairs. No work to occur on the FD side. Repairs/replacement of roof needs to be determined

IV. Next Permeant Building Committee was schedule for February 18, 2021 at 7:00pm.

Chip Tarbell made a motion to adjourn the meeting at 8:35pm. Seconded by Jason Cohen

- 02/04/21 Leftfield OPM Report 02/04/21 HKT Design Presentati

# 2. Other Business/Discussion

# 2.1 CM-R Pre-Qualification Committee

- CM-R Pre-Qualification Review of Statements of Qualification
- CM-R Selection Schedule

### CM at-Risk Statement of Qualifications Evaluation



February 18, 2021

	BOND BUILDING	COLANTONIO	COMMODORE BUILDERS	DELULIS BROTHERS	GVW INC.	HUTTER CONSTRUCTION	SEAVER CONSTRUCTION	WT RICH
Evaluation Criteria: Highly Advantageous (HA), Advantageous (A), Not Advantageous (NA), Unacceptable (U)								
1. Management Team & Organization	НА	НА	НА	А	NA	А	NA	НА
2. Similar Project Experience	НА	НА	НА	А	NA	NA	NA	НА
3. Volume of Current Work	НА	А	А	А	А	А	А	А
4. Terminations, Incomplete Projects, LD's, Legal Proceedings	А	А	НА	А	НА	NA	НА	НА
5. Safety Record	НА	А	НА	НА	А	А	А	А
6. Financial Status	НА	А	А	А	А	А	А	НА
Overall Composite Rating:	НА	НА	НА	A	NA	NA	NA	НА
QUALIFIED/NOT QUALIFIED	Qualified	Qualified	Qualified	Not Qualified	Not Qualified	Not Qualified	Not Qualified	Qualified
INVITED TO PHASE 2 - RFP PHASE	Yes	Yes	Yes	No	No	No	No	Yes

CMR Prequalification/Selection Subcommittee:

Wakefield Representatives: Joseph Bertrand; Timothy Demers; Charles Tarbell; Jason Cohen; Janine R. Fabiano; John McDonald; Tom Galvin; Marc Moccio; Philip Renzi; Wayne Hardacker

Owners Project Manager Representative: Shane Nolan, LeftField LLC

Designers Representative: Amy Dunlap, HKT Architects

Wakefield Representatives Ex- Offico: Steven Skory; Craig Calabrese; Michael Sullivan

# 5.1 **Project Schedule: CMR Selection**

<ul> <li>Submit Application to Office of Inspector General (OIG)</li> </ul>	December 16	Complete
<ul> <li>Submit CM-R ad to Central Register (CR), Local Paper &amp; CommBuys</li> </ul>	January 21	Complete
<ul> <li>RFQ Advertisement noticed in CR, Local Paper and CommBuys RFQ available to CM-R firms – LPM to distribute</li> </ul>	January 27	Complete
<ul> <li>Approval to use CMR by OIG</li> </ul>	February 1	Complete
<ul> <li>CM-R Statement of Qualifications (SoQ) due</li> </ul>	February 10	Complete
PBC/CM-R Committee Review CM SoQ's	Feb 11- Feb 18	Complete
<ul> <li>PBC/CM-R Committee Meeting:</li> <li>Review CM-R SoQ's</li> <li>Approve list of Qualified CM-Rs</li> </ul>	February 18	
Issue RFP to Pre-Qualified CM-Rs	February 22	
<ul> <li>CM-R Statement of Qualifications (SoQ) due (2 ½ weeks)</li> </ul>	March 17	
PBC/CM-R Committee Review CM Proposals	Mar 18 - Mar 23	
PBC/CMR Committee Meeting: Interview and Select CM-R Firm	March 23 -25	