

**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 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	✓

- 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

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

DelUlis 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.

*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 12<sup>th</sup>

Interviews March 18<sup>th</sup>

- 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

Town of Wakefield

# **PUBLIC SAFETY BUILDING**

## **RENOVATION AND UPGRADE**

Permanent Building Committee Meeting  
February 18, 2021



# WAKEFIELD PUBLIC SAFETY | 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

# WAKEFIELD PUBLIC SAFETY | OPM REPORT

## 1. Administrative Actions

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



THE RIGHT CHOICE IN PROJECT MANAGEMENT

WAKEFIELD PERMANENT BUILDING COMMITTEE		WAKEFIELD PUBLIC SAFETY MEETING MINUTES
Date:	Thursday, February 4th, 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 Siemenda	HKT Architects	✓
Any Dunlap	HKT Architects	✗

I. Joe Bertrand opened the Public Safety portion of the meeting at approx. 7:35pm.

II. Shane Nolan presented the Leftfield OPM Report


A. Administrative Actions

Meeting Minutes

The meeting minutes of the 01/14/21 Permanent Building Committee: Wakefield Public Safety were presented for review.

Chip Tarbell made a motion to approve the Wakefield Public Safety Meeting Minutes dated 01/14/21 as presented. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.

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THE RIGHT CHOICE IN PROJECT MANAGEMENT

Invoices

Three (3) invoices in the total amount of \$9,050.00 were presented for review and approval.

- Leftfield LLC Invoice #3 dated 01/31/21 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 #1-022023 dated 02/03/21 in the amount of \$3,000.00  
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 #2-022023.1 dated 02/03/21 in the amount of \$1,050.00  
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.

B. Progress Update

Shane Nolan noted that the Advisory Working Group had met twice since the last PBC meeting.

- 01/20/21: Preliminary Phasing & Logistics Plan
- 02/03/21: Scope/Extent of Work Limits & Preliminary Finish Schedule

These will be reviewed later under Other Business.

SN noted that the CM-R Request for Qualification were not available for interested CM-R firms. These are being distributed by Leftfield. Deadline for CM-R submissions is February 10.

SN noted that HKT Architects and their consultant team are continuing with the development of the Schematic Design documents. The information from the building survey and scans has been received by HKT and Janet Siemenda (HKT) confirmed they are currently "building" the design model using their software.

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.


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

Joe Bertrand noted that Bond Building has indicated they are interested in the Public Safety project by requesting a copy of the RFQ and submitting an Interest Form. Gerry Hammersley is an employee of Bond Brother and therefore recused himself from any participation in the CM Selection process. GH left the meeting at this point.

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THE RIGHT CHOICE IN PROJECT MANAGEMENT

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 Leftfield's 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 Siemenda 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 side 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.

Third Floor

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 Permanent Building Committee was scheduled for February 18, 2021 at 7:00pm.

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

Attachments:

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

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# WAKEFIELD PUBLIC SAFETY | OPM REPORT

## 2. Other Business/Discussion

### 2.1 CM-R Pre-Qualification Committee

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

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	HA	HA	HA	A	NA	A	NA	HA
2. Similar Project Experience	HA	HA	HA	A	NA	NA	NA	HA
3. Volume of Current Work	HA	A	A	A	A	A	A	A
4. Terminations, Incomplete Projects, LD's, Legal Proceedings	A	A	HA	A	HA	NA	HA	HA
5. Safety Record	HA	A	HA	HA	A	A	A	A
6. Financial Status	HA	A	A	A	A	A	A	HA
Overall Composite Rating:	HA	HA	HA	A	NA	NA	NA	HA
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- Officio: Steven Skory; Craig Calabrese; Michael Sullivan



## WAKEFIELD PUBLIC SAFETY | OPM REPORT

### 5.1 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	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
• <b><u>PBC/CM-R Committee Meeting:</u></b>	<b>February 18</b>	
• Review CM-R SoQ's		
• Approve list of Qualified CM-Rs		
• Issue RFP to Pre-Qualified CM-Rs	February 22	
• CM-R Statement of Qualifications (SoQ) due (2 ½ weeks)	March 17	
• PBC/CM-R Committee Review CM Proposals	Mar 18 - Mar 23	
• <b><u>PBC/CMR Committee Meeting: Interview and Select CM-R Firm</u></b>	<b>March 23 -25</b>	