

WAKEFIELD PERMANENT BUILDING COMMITTEE	WAKEFIELD PUBLIC SAFETY MEETING MINUTES
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Date:	Thursday, July 15, 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	✓
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	✓
Philip Renzi	Permanent Building Committee	✓
Nasos Phillips	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	✓
Scott Reboulet	Wakefield Police Department	✗
Rick Dinanno	Wakefield Police Department	✗
Michael Sullivan	Chief, Wakefield Fire Department	✓
Tom Purcell	Deputy Chief, Wakefield Fire Department	✓
Lynn Stapleton	Leftfield Project Management	✓
Shane Nolan	Leftfield Project Management	✓
Jim Rogers	Leftfield Project Management	✗
Janet Slemenda	HKT Architects	✗
Scott Woodward	HKT Architects	✓
David Capaldo	Bond Building	✗
Dario Santiago	Bond Building	✓

I. Joe Bertrand opened the Public Safety portion of the meeting at approx. 7:25pm.

II. Shane Nolan presented the following Administrative Items

A. Meeting Minutes

The meeting minutes of the 06/10/21 Permanent Building Committee: Wakefield Public Safety were presented for review.

Chip Tarbell made a motion to approve the Wakefield Public Safety Meeting Minutes dated 06/10/21 as presented. Seconded by Phillip Renzi. On a roll call vote the motion was approved unanimously.

The meeting minutes of the 06/23/21 Permanent Building Committee: Wakefield Public Safety were presented for review.

Chip Tarbell made a motion to approve the Wakefield Public Safety Meeting Minutes dated 06/23/21 as presented. Seconded by Phillip Renzi. On a roll call vote the motion was approved unanimously.

B. Invoices

Three (3) invoices in the total amount of \$42,970.00 were presented for review and approval.

- 1) Leftfield LLC Invoice #8 dated 06/30/21 in the amount of \$10,000.00

Chip Tarbell made a motion to approve the Leftfield invoice as presented. Seconded by Phillip Renzi. On a roll call vote the motion was approved unanimously.

- 2) HKT Architects Invoice #6-022023 dated 07/02/21 in the amount of \$28,970.00

Chip Tarbell made a motion to approve the HKT invoice as presented. Seconded by Phillip Renzi. On a roll call vote the motion was approved unanimously.

- 3) Bond Building Pre-Construction Invoice #2 dated 06/30/21 in the amount of \$4,000.00

Chip Tarbell made a motion to approve the Bond Building invoice as presented. Seconded by Phillip Renzi. On a roll call vote the motion was approved unanimously.

III. Public Safety Building Update

Shane Nolan presented the current project budget. There have been no changes to the budget since it was last presented.

SN noted that the Design Development (DD) documents have been sent to the HKT's estimator, TCi and Bonds Building's estimators to prepare side by side construction estimates. Draft estimates are due back on July 30th. The estimates will be reconciled and presented to the PBC at the next meeting.

Chip Tarbell asked if the DD documents will be made available to PBC members. SN noted that a link to electronic copies was emailed to PBC members that afternoon. A hard copy of the drawing and specs have been provided in the Community Room at the Public Safety building. Sn asked that any comments be returned by July 30th.

Shane Nolan gave an overview of the current project schedule. SN noted that the design schedule has not changed but the construction start date has been updated to reflect the later construction start date in March 2022. This will allow the construction team to review submittals and product data and order long lead equipment/materials before construction begins as discussed at the previous PBC meeting.

Trade Contractor Pre-Qualification

Shane Nolan gave an overview of Trade Contractor procurement under M.G.L. 149A. There are 18 trades that fall under the Trade Bid requirements. If these trades exceed the \$25,000 threshold they must be bid under the Trade Bid procurement laws. A pre-qualification sub-committee must be formed to oversee this process. The pre-qualification sub-committee will be made up of a minimum of 2 representatives of the Town (1 of whom may be the OPM), 1 representative of the designer and 1 representative of the construction manager. This procurement is a 2-step process. Step 1 is to prequalify trade contractors in each trade. This pre-qualification process is advertised publicly. Only trade contractors who meet the minimum requirements as set out in a Request for Qualifications will be invited to move onto Step 2. Step two involves issuing bid documents and obtaining sealed bid from pre-qualified trade contractors.

Dispatch Furniture

Shane Nolan noted that Lt. Reboulet had been working with a Dispatch Furniture vendor, they now say they cannot provide the consoles for the Dispatch Space. SN and Lt Reboulet will reach out to other vendors to see if they can meet the Department's needs.

IV. Next Permanent Building Committee (Public Safety Building) was scheduled for August 15th, 2021 at 7:00pm.

Attachments:

- LeftField Presentation 07/15/21

Town of Wakefield

PUBLIC SAFETY BUILDING

RENOVATION AND UPGRADE

**Permanent Building Committee Meeting
July 15, 2021**



WAKEFIELD PUBLIC SAFETY | OPM REPORT

AGENDA:

1. Administrative Actions

- Review of June 10th, 2021 Permanent Building Committee (Public Safety Building) Meeting Minutes
- Review of June 23rd, 2021 Permanent Building Committee (Public Safety Building) Meeting Minutes
- Review of June 2021 Invoices

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Approval of June 10th, 2021 PBC Meeting Minutes (Public Safety Building)



WAKEFIELD PERMANENT BUILDING COMMITTEE		WAKEFIELD PUBLIC SAFETY MEETING MINUTES
Date:	Thursday, June 10, 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	✓
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	✓
Phillip Renzi	Permanent Building Committee	✓
Nasos Phillips	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	✓
Rick Dinanno	Wakefield Police Department	✓
Michael Sullivan	Chief, Wakefield Fire Department	✓
Tom Purcell	Deputy 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	✗
Scott Woodward	HKT Architects	✗
David Capaldo	Bond Building	✗
Greg Williamson	Bond Building	✗
Dario Santiago	Bond Building	✓
Mike Beckley	Bond Building	✗

I. Joe Bertrand opened the Public Safety portion of the meeting at approx. 7:05pm.

II. Committee Appointments

Joe Bertrand advised the Permanent Building Committee is required to appoint a Chair and Secretary.

Jason Cohen made a motion to (re)appoint Joe Bertrand as Chair of the Permanent Building Committee. Seconded by Phillip Renzi. Motion was approved unanimously.

Page 1 of 4



de a motion to (re)appoint Chip Tarbell as Secretary of the Permanent Building Committee. Phillip Renzi. Motion was approved unanimously.

presented the following Administrative Items

Minutes

minutes of the 05/06/21 Permanent Building Committee: Wakefield Public Safety were reviewed.

made a motion to approve the Wakefield Public Safety Meeting Minutes dated 05/06/21 as presented by Jason Cohen. Motion was approved unanimously.

prices in the total amount of \$61,205.93 were presented for review and approval.

LLC Invoice #7 dated 05/31/21 in the amount of \$10,000.00

Phillip made a motion to approve the Leftfield invoice as presented. Seconded by Jason Cohen. call vote the motion was approved unanimously.

Invoice #5-022023 dated 06/04/21 in the amount of \$46,725.93

Phillip made a motion to approve the HKT invoice as presented. Seconded by Jason Cohen. On a vote the motion was approved unanimously.

Invoice #6-022023.1 dated 06/04/21 in the amount of \$4,480.00

Phillip made a motion to approve the HKT invoice as presented. Seconded by Jason Cohen. On a vote the motion was approved unanimously.

Design Estimates – Value Engineering/Value Management

presented the summary of the approved VE/VM items from the previous PBC meeting. The VE/VM is \$1,007,169. This results in a revised construction estimate of \$6,790,840

\$100,000 was transferred from the Furniture Budget to the Construction Budget increasing from \$6,715,000 to \$6,815,000. Overall, the construction estimate is now \$24,160 below the construction Budget.

VE/VM items will remain in the project as alternates for the purposes of design and

apron repairs

apron retaining wall repairs

detailing at exterior

ct Budget

presented the overall project. SN pointed out the adjustments Furniture and Construction 00 was transferred from Furniture to Construction as part of the SD VE/VM exercise.

Page 2 of 4



Settings

presented the list of upcoming design meetings that are scheduled up to the end of the development phase.

presented the latest architectural plans and layouts for the following spaces:

includes high density storage shelving in General Evidence and reused metal shelving in and Drugs. Evidence pass through lockers will be provided and a worktop counter to

Room (new): Layout has been "flipped" to make underground plumbing more accessible.

g: This space has been reconfigured to eliminate demolition of existing walls. Existing floor will be removed and opening infilled. A built in worksurface will be provided.

space has been reconfigured to better align with Firearms/Records. A built in worksurface nets will be provided. Markerboard will be provided.

posed exterior curved wall has been changed to a linear wall to allow the new structure to existing grade beam. This will eliminate the need for mini piles at this location. The interior also been reconfigured to bring the Records OIC office to the exterior wall. This provides for the Record Room workstations.

ir Bathroom, Kitchenette and Office has been reconfigured to best tie into the existing main Dispatch Room furniture has been revised to accommodate 3 dispatch stations.

s area will have transaction windows to Dispatch, Records and Fire Admin. Police and Fire uses and shield locations were reviewed and confirmed that all existing will be in the new Lobby. A chair rail will be provided with half height wood paneling below. Full ceiling will be provided around transaction windows. Glass entry vestibule will have one door sequence of doors", can only have one door open at a time.

existing cabinets in the Lab are in poor shape and are not suitable for re use. Existing fume ed. Additional power will be provided at countertop for device charging. One way glass in not required – av system used to monitor anyone in this room. Existing Toilet Room to be Detective Sergeant. Column locations will be reviewed in terms of furniture and ination.

ts Office/Office/Storage: Minor layout changes to 3rd Floor

nin Suite: Reviewed the layout of the Police Chiefs Suite. There have been some minor to retain and incorporate existing walls which reduces the amount of demo and new work.

asked about coordination of fire alarm and door hardware with existing devices/sets in the will be reviewed in detail later but the existing fire alarm will remain, new devices will be new locations to match the existing. Likewise for the door hardware.

Page 3 of 4



requested that a paper set of Design Development documents be provided for the Town ee to review. These could be left in the Community Room for people to review and make

Building Committee (Public Safety Building) was scheduled for July 8th, 2021 at 6:00pm.

e a motion to adjourn the meeting. Seconded by Jason Cohen. ously.

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WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Approval of June 23rd, 2021 PBC Meeting Minutes (Public Safety Building)



WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD PUBLIC SAFETY MEETING MINUTES

Date:	Thursday, June 23, 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	✓
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	✗
Philip Renzi	Permanent Building Committee	✓
Nasos Phillips	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	✗
Rick Dinanno	Wakefield Police Department	✗
Michael Sullivan	Chief, Wakefield Fire Department	✗
Tom Purcell	Deputy 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	✗
Scott Woodward	HKT Architects	✗
David Capaldo	Bond Building	✓
Greg Williamson	Bond Building	✗
Dario Santiago	Bond Building	✓
Mike Beckley	Bond Building	✗

I. Joe Bertrand opened the Public Safety portion of the meeting at approx. 6:45pm.

II. Public Safety Building Schedule

David Capaldo presented the proposed construction sequence and schedule. Phase 2A includes the Lobby Renovation to include the new Dispatch Center. There is some concern about the lead time of some of the critical equipment need to meet and maintain the schedule for Phase 2A. Bond Building is proposing to

Page 1 of 2



move the start date for Phase 2A from December 2021 to March 2022. This will allow additional time to review and procure long lead items. Bond are also proposing to postpone Phase 1 3 Story Main Addition to March 2022. This will allow the original 12 month construction period to be maintained. This will also eliminate the need for early bid packages for Phase 1 and would allow the design to be 100% complete prior to any bidding.

Chip Tarbell asked about the possibility of pre purchasing of some of the critical equipment to maintain the December start date. Bond Building explained that this is a possibility but starting the 3 story addition early would extend the construction duration beyond 12 months and therefore increase the general conditions costs. It was also explained that the MEP disciplines need to be 100% complete before these trades are bid. Pre purchase of the equipment may lead to coordination and warranty issues. Early bid packages carry an inherent risk and therefore additional contingencies, and allowances are need to cover those risks. Bond, Leftfield and HKT all felt that pushing the start date out would benefit the project and would not affect fees as there is often a dormant period between bidding and start of construction. The time between bidding and construction start would be used prepare and review shop drawings/submittals. After additional discussion, the PBC agreed with the approach to pushing the construction start date out as presented

III. Additional Service Request.

Bond Building has submitted an additional service request to provide laborer and supervision for exploratory for testing at the Public Safety Building as outlined in the proposal dated June 16, 2021.

Chip Tarbell made a motion to approve the Bonds request for additions service per the proposal dated June 16, 2021. Seconded by Tom Galvin. On a roll call motion was approved unanimously.

IV. Next Permanent Building Committee (Public Safety Building) was scheduled for July 8th, 2021 at 6:00pm.

Attachments:

- Bond Building Schedule Analysis and Schedules

Page 2 of 2

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Approval of June 2021 Invoices

INVOICES				
Vendor	Invoice #	Invoice Date	Description of Services	Invoice Amount
LeftField	8	04/30/21	OPM Services June 1 – June 30, 2021	\$10,000.00
HKT Architects	6-022023	07/02/21	Designer Services - Basic June 1 – June 30, 2021	\$28,970.00
Bond Building	Pre Const #2	06/30/21	Pre Constriction Services June 1 – June 30, 2021	\$4,000.00
			TOTAL:	\$42,970.00

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Approval of June 2021 Invoices (Public Safety Building)

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

Invoice Date: 06/30/21
 Invoice No: 8

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

Professional Services from June 1 - June 30, 2021

OPM Basic Services	Amount
Basic Services	\$10,000
Total Fees:	\$ 10,000.00

Reimbursable Expenses	Amount
Reimbursables	\$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	\$20,000	\$0	\$20,000	\$0
Design Development Phase	\$30,000	\$30,000	\$0	\$30,000	\$0
Construction Documents Phase	\$40,000	\$5,000	\$10,000	\$15,000	\$25,000
Bidding/Construction Phase	\$270,000	\$0	\$0	\$0	\$270,000
Close-out Phase	\$20,000	\$0	\$0	\$0	\$20,000
OPM Basic Services Total:	\$380,000	\$55,000	\$10,000	\$65,000	\$315,000

Reimbursable Services	Budget	Previous	Current	Total To Date	Balance
Reimbursable Expenses Total:	\$0	\$0	\$0	\$0	\$0

Total Contract:	\$380,000	\$55,000	\$10,000	\$65,000	\$315,000
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Please Remit Payment To:
 LeftField, LLC
 17 Highfield Lane
 Norwell, MA 02061

APPROVED BY:

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

24 Roland Street, Suite 301 • Charlestown, MA 02129
T: 617.776.6545 • F: 617.776.6678 • www.hktarchitects.com

MONTHLY INVOICE

BILL TO

Joseph B. Bertrand
Permanent Building Committee Chair
Town of Wakefield
1 Lafayette Street
Wakefield, MA 01808

Project Description: Wakefield Public Safety Building

Professional Services: June 1, 2021 through June 30, 2021

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
000006-022023	Jul 02, 2021	Aug 01, 2021	022023	\$75,685.93

	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	98.56%	\$88,555.50	100.00%	\$1,297.50	\$0.00
03 Design Development	15.68%	\$117,145.00	47.35%	\$55,469.14	70.96%	\$27,662.50	\$34,013.36
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
Amendment #1 - CM Selection	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00
A1-Architectural	0.00%	\$0.00	0.00%	\$0.00	0.00%	\$0.00	\$0.00
	100.00%	\$746,863.00	19.28%	\$144,024.64	3.88%	\$28,960.00	\$573,878.36

Invoice Total: **\$28,960.00**

Previous Balance: **\$46,725.93**

Account Balance: **\$75,685.93**



Please make payments to HKT Architects, Inc.

APPROVED
Lettfield PM
07/06/2021

APPROVED BY:

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

Page 1 of 1

APPLICATION AND CERTIFICATION FOR PAYMENT		ALIA DOCUMENT G702	
TO OWNER: Town of Wakefield Building Committee 1 Lafayette Street Wakefield, MA 01880 Attn: Joe Bert and	PROJECT: Wakefield Public Safety Building	APPLICATOR: 02 Fire Con INVOICE DATE: 6/30/2021 PERIOD TO: 6/30/2021 PROJECT NOS: 1-21-028	Distribution to: <input checked="" type="checkbox"/> OWNER <input checked="" type="checkbox"/> ARCHITECT <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> <input type="checkbox"/>
FROM CONTRACTOR: Broad Building Construction Inc. 10 Cabot Road Medford, MA 02155		VIA ARCHITECT:	
CONTRACT FOR:			
CONTRACTOR'S APPLICATION FOR PAYMENT			
Application is made for payment, as shown below, in connection with the Contract, Continuation Sheet, ALIA Document G703, is attached.			
1. ORIGINAL CONTRACT SUM 1. CONTRACT SUM FOR WORK (Line 1 + 2) 2. TOTAL COMPLETED & STORED TO DATE (Column G on G703) DATE: _____ RETAINAGE (Column G on G703) (Column D + E on G703) b. _____ % of Stored Material (Column F on G703) Total in Column I of G703: \$ _____	\$ 69,626.68 \$ 69,626.68 \$ 20,926.42 \$ 0.00 \$ 0.00 \$ 20,926.42 \$ 4,000.00 \$ 48,700.26	CONTRACTOR: Broad Building Construction, Inc. By:  Date: 7/1/2021 State of: Massachusetts County of: Middlesex Subscribed and sworn to before me this 1st day of July, 2021 Notary Public: <i>Joseph Madsen</i> My Commission expires: May 20th, 2027	
ARCHITECT'S CERTIFICATE FOR PAYMENT			
In accordance with the Contract Documents, based on the observations and the data comprising the application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.			
AMOUNT CERTIFIED: \$ _____ (attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)			
By: _____ Date: _____ This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are withheld preparatory to any rights of the Owner or Contractor under this Contract.			
THE WORK IS CERTIFIED TO BE IN ACCORDANCE WITH THE TERMS OF THE CONTRACT DOCUMENTS.			
APPROVED BY:  Joseph Bertand, City of Wakefield, MA City Engineer [Stamp: APPROVED BY] [Stamp: Permanent Building Committee]			

WAKEFIELD PUBLIC SAFETY | OPM REPORT

2. Project Budget:

ADMINISTRATION (Owners Project Manager, Advertising, Printing, Owners Insurance, Misc. Admin. Costs)	\$410,000
ARCHITECTURE AND ENGINEERING (Architectural and Engineering Costs, Supplemental & Reimbursable Services)	\$922,222
PRE-CONSTRUCTION & CONSTRUCTION (CM Pre-Construction (if applicable), Construction Costs)	\$6,815,000
MISC. PROJECT COST (Utility Costs, 3 rd Party Testing & Inspections, 3 rd Party Commissioning, Other Project Costs)	\$160,000
FURNITURE FIXTURES AND EQUIPMENT (Office & Other Misc. Furniture, Dispatch Furniture, Communications Equipment, Building Security)	\$545,300
CONTINGENCY (Owners and Construction Contingency)	\$747,478
TOTAL PROJECT	\$9,600,000

3. Design Schedule

Design Development

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

May 3 – July 9

May 3 – July 9

Complete

July 12 – August 3

Ongoing

August 5

Construction Documents

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

July 12 – October 01

July 12 – Aug 20

Aug 23 – Sept 3

Sept 9

Aug 23 – Oct 15

Pre-Qualification of Trade Contractors

August 18 – September 23

Bidding

October 20 – November 10

Review Bids & Prepare GMP

November 10 – November 18

PBC Approval/Execute GMP

November 18

Notice to Proceed

March 14, 2022

Construction (Phased)

12 months

4. Pre-Qualification of Trade Contractors

Under M.G.L. c. 149A CM at-risk projects trade contractors are required in the following trades:

Masonry	Miscellaneous Metals	Waterproofing, Damp-Proofing & Caulking
Roofing & Flashing	Glass & Glazing	Metal Windows
Acoustical Tile	Resilient Floors	Lathing & Plastering
Terrazzo	Marble	Tile
Painting	Elevators	Fire Protection
Plumbing	HVAC	Electrical

A two-step process must be utilized for the pre-qualification and selection of trade contractors.

Step 1

- A. Establish a trade contractor prequalification committee
 - The prequalification committee must be comprised of a representative of the designer, a representative of the CM at-risk firm and two representatives the Awarding Authority
- B. Prepare and advertise the request for qualifications (RFQ) for trade contractors
 - The RFQ must contain detailed provisions governing the RFQ evaluation criteria, information requirements and point rating system to be used in prequalifying trade contractors
 - Notice of the RFQ must be advertised in a local newspaper, in the Central Register and on COMMBUYS

4. Pre-Qualification of Trade Contractors

- C. Receive Statements of Qualification, evaluate and prequalify trade contractors
 - The prequalification committee will review and evaluate the information in each trade contractors SOQ based on the criteria and point rating system set out in the RFQ
 - Only those trade contractors receiving a point score of 70 or higher will be deemed prequalified and invited to participate in Step 2.

Step 2:

- D. Prepare the request for bids (RFB) and distribute it to prequalified trade contractors.
 - Each prequalified trade contractor is sent the RFB which includes detailed drawings and specifications
- E. Receive, open and review trade contract bids
 - Pre-qualified trade contractors submit a lump sum bid
 - Bids must be opened publicly
- F. The CM at-risk firm executes the trade contractor agreement
 - Each trade contract must be awarded to the lowest prequalified bidder
 - The selected trade contractor must return the signed trade contractor agreement to the CM at-risk firm within ten business days