

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 buy 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





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

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		Presen
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 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	×

- Joe Bertrand opened the Public Safety portion of the meeting at approx. 7:05pm.
- II. Committee Appointment

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.

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de a motion to (re)appoint Chip Tarbell as Secretary of the Permanent Building Committee.

sented the following Administrative Items

utes

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

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

oices 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

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

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

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

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

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

sian Estimates - Value Engineering/Value Management

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

1100,000 was transferred from the Furniture Budget to the Construction Budget increasing om \$6,715,000 to \$6,815,000. Overall, the construction estimate is now \$24,160 below the truction Budget.

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

is apron repairs

is apron retaining wall repairs ie detailing at exterior

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.

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eetings

presented the list of upcoming design meetings that are scheduled up to the end of the opment 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 ow will be removed and opening infilled. A built in worksurface will be provided.

pace 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 axisting 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 pain 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 use and shield locations were reviewed and confirmed that all existing will be not hen ew Lobby. A chair rail will be provided with half height wood paneling below. Full eling will be provided around transaction windows. Glass entry vestibule will have one door equence 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 furne 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 ligation.

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 pretain and incorporate existing walls which reduces the amount of demo and new work.

sked 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 ew locations to match the existing. Likewise for the door hardware.

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equested that a paper set of Design Development documents be provided for the Town

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

ee to review. These could be left in the Community Room for people to review and make

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

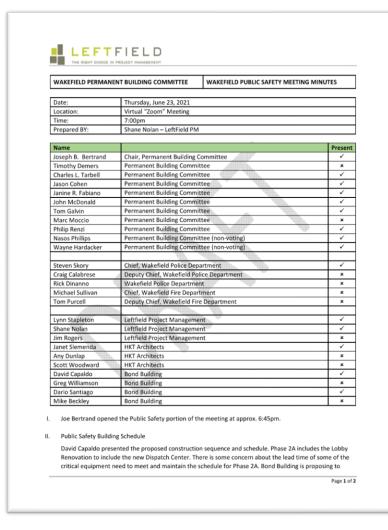
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1. Administrative Actions

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





1. Administrative Actions

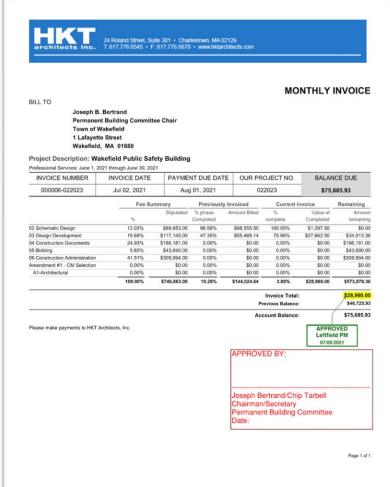
Approval of June 2021 Invoices

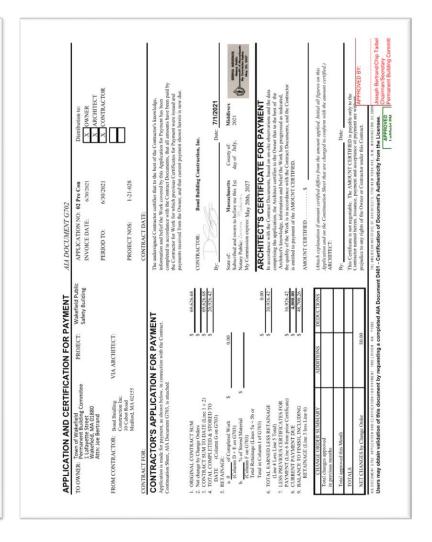
INVOICES				
Vendor	Invoice #	Invoice Date	Description of Services	Invoice Amount
LeftField	8	04/30/21	OPM Services June 1 – June 30, 2021	\$10,000.00
HKT Architects	6-022023	07/02/21	Designer Services - Basic June 1 – June 30, 2021	\$28,970.00
Bond Building	Pre Const #2	06/30/21	Pre Constriction Services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

1. Administrative Actions

Approval of June 2021 Invoices (Public Safety Building)







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. <u>Design Schedule</u>

Design Development

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

Construction Documents

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

Pre-Qualification of Trade Contractors

Bidding

Review Bids & Prepare GMP

PBC Approval/Execute GMP

Notice to Proceed

Construction (Phased)

May 3 – July 9

May 3 – July 9

July 12 – August 3

August 5

July 12 - October 01

July 12 – Aug 20

Aug 23 – Sept 3

Sept 9

Aug 23 – Oct 15

August 18 – September 23

October 20 - November 10

November 10 – November 18

November 18

March 14, 2022

12 months

Complete

Ongoing

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 pregualifying 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 elevate 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.

<u>Step 2:</u>

- 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