

<b>WAKEFIELD PERMANENT BUILDING COMMITTEE</b>	<b>WAKEFIELD PUBLIC SAFETY MEETING MINUTES</b>
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Date:	Thursday, September 09, 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 Wakefield Public Safety portion of the meeting at approx. 7:55PM.

II. Administrative Items

A. Meeting Minutes

The meeting minutes of the 08/12/21 Permanent Building Committee: Wakefield Public Safety were presented for review.

*Chip Tarbell made a motion to approve the Wakefield Public Safety Meeting Minutes dated 08/12/21 as presented. Seconded by Jason Cohen. Motion was approved unanimously.*

B. Invoices

Four (4) invoices in the total amount of \$113,536.36 were presented for review and approval.

- 1) Leftfield LLC Invoice #10 dated 08/31/21 in the amount of \$10,000.00  
*Chip Tarbell made a motion to approve the Leftfield as presented. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.*
- 2) HKT Architects Invoice #8-022023 dated 09/08/21 in the amount of \$85,159.34  
*Chip Tarbell made a motion to approve the HKT invoice as presented. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.*
- 3) HKT Architects Invoice #7-022023 dated 09/08/21 in the amount of \$2,255.00  
*Chip Tarbell made a motion to approve the HKT invoice as presented. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.*
- 4) Bond Building Invoice #03 Pre-Construction dated 08/31/21 in the amount of \$16,122.02  
*Chip Tarbell made a motion to approve the Bond Building invoice as presented. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.*

Chip Tarbell asked that going forward the budget be shown to report what has been invoiced and what is reaming to be invoiced.

III. Design Schedule

Shane Nolan presented the updated design schedule. SN noted that Town Meeting is set for November 6<sup>th</sup>, 2021. The bid documents will be complete by October 8<sup>th</sup> and available to bidders on October 13<sup>th</sup>. Bid will be due November 3<sup>rd</sup>. All bids may not be in at that time but we will have enough with the trade contractors and Bonds major non trade contractors that we can confidently report the construction cost when requesting additional funding at Town Meeting.

IV. Trade Contractor Pre-Qualification

Shane Nolan reported that Trade Contractor submissions are due on September 15<sup>th</sup>. There has been keen interest in the Request for Qualification, and it looks like we will have sufficient coverage in each of the 13 trades we are prequalifying. SN noted that the pre-qualification review committee needs to be made up, at a minimum, 2 representatives of the Owner (1 of which may be the OPM), 1 representative of the Construction Manager and 1 representative of the Designer. Chip Tarbell and Tom Galvin volunteered to represent the Owner with Shane Nolan. Sn will distribute the pre-qualification submission when they are received. Reviews are expected to be complete by October 1<sup>st</sup>.

V. Design Update

Janet Slemenda noted that HKT are working with their consultants to complete the bid documents for October 8<sup>th</sup>.

Janet Slemenda reported that the recycling containers stored in the entrance off Center Street should be relocated. Philip Renzi suggested recycling could be stored in the dumpster enclosure at the rear of the building. SN noted that the dumpster location and orientation was discussed with the DPW and Dumpster Company and the dumpster sizes need to stay the same. There is not sufficient space in the exterior dumpster enclosure for recycling. The design team and Police department will review the options and proposal a workable solution. Shane Nolan

VI. Bond Building Construction Document Cost Check

David Capoldo noted that Bond Building completed a cost check on a progress of construction documents provided by HKT Architects. The purpose was to confirm there has been no “scope creep” and analyze the document progress since the design development estimates were published. DC confirmed that the update included all the items previously discussed as alternates are now included in the base scope. The cost check is at approx. \$9,165,000 which is what was reported at design development.

VII. Dispatch Furniture

Deputy Chief Calabrese reported that he visited a new Police Station in North Andover to review their Dispatch Center. This layout and functionality is similar to the proposed configuration for the new Dispatch Center in Wakefield. The Police Department has engaged a Dispatch Furniture vendor who is preparing a design for the new furniture. Minor adjustment to a door location have been made to the Wakefield design to accommodate the proposed layout.

VIII. Next Permanent Building Committee (Public Safety Building) was scheduled for October 7<sup>th</sup>, 2021 at 7:00pm.

Attachments:

- LeftField Presentation 09/09/21

Town of Wakefield

# **PUBLIC SAFETY BUILDING**

## **RENOVATION AND UPGRADES**

Permanent Building Committee Meeting  
September 09, 2021



# WAKEFIELD PUBLIC SAFETY | OPM REPORT

## AGENDA:

### 1. Administrative Actions

- Review of August 12<sup>th</sup>, 2021 Permanent Building Committee Meeting Minutes (Public Safety Building)
- Review of August 2021 Invoices (Public Safety Building)

### 2. Project Schedule

### 3. Other Business

- Trade Contractor Pre-Qualification



# WAKEFIELD PUBLIC SAFETY | OPM REPORT

## 1. Administrative Actions

### Approval of August 12<sup>th</sup>, 2021 PBC Meeting Minutes (Public Safety Building)



WAKEFIELD PERMANENT BUILDING COMMITTEE		WAKEFIELD PUBLIC SAFETY MEETING MINUTES	
Date:	Thursday, August 12, 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)	x
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	x
Rick Dinanno	Wakefield Police Department	✓
Michael Sullivan	Chief, Wakefield Fire Department	x
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	✓
Scott Woodward	HKT Architects	x
David Capaldo	Bond Building	x
Dario Santiago	Bond Building	✓
Greg Williamson	Bond Building	✓
Justin Aubuchon	Bond Building	✓

I. Joe Bertrand opened the meeting at approx. 7:00pm.

II. Shane Nolan presented the following Administrative Items

A. Meeting Minutes

The meeting minutes of the 07/15/21 Permanent Building Committee: Wakefield Public Safety were presented for review.

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Chip Tarbell made a motion to approve the Wakefield Public Safety Meeting Minutes dated 07/15/21 as presented. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.

B. Invoices

Two (2) invoices in the total amount of \$29,320.62 were presented for review and approval.

1) Leftfield LLC Invoice #9 dated 07/31/21 in the amount of \$10,000.00

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.

2) HKT Architects Invoice #7-022023 dated 08/04/21 in the amount of \$19,320.62

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

III. Design Development Estimates

Shane Nolan presented a side-by-side comparison of the reconciled Design Development estimates prepared by Bond Building and HKT/TCI:

- Bond Building \$7,725,940
- HKT/TCI \$7,699,403

SN then presented a side-by-side comparison of the Bond Building Schematic Design and Design Development estimates:

- Bond Building SD \$6,798,009
- Bond Building DD \$7,725,940

This represents an overage on the construction budget after the accepted value engineering value. When the construction estimates are adjusted to include the proposed alternates the total estimated cost increases to \$9,110,833.

Joe Bertrand asked what factors were causing the price to increase. SN noted that the bid market continues to be very volatile and there is concern over the small scale of the project and what effect this will have on sub-contractor interest when it comes to bidding. Justin Aubuchon added that the alternate increases include a more detailed understanding of what scope needed to be captured in the alternatives. JA confirmed that the total estimates are carrying and an addition 3% for construction price escalation in anticipation of a December bid date and March construction start date.

Phillip Renzi asked about the price difference in the RTU and AHU alternates. JA confirmed the size has not changed however the sequencing of installation and the need for temporary rental units were driving the cost.

Chip Tarbell noted that the overages were not surprising given the circumstances and the extended period of time since the project budgets were originally established. CT suggested that the PBC approach the Town to seek additional funding and maintain the scope of work in the project. Janine Fabiano agreed. Town meeting is scheduled for November 6 (confirmed). If bids are received a week earlier than scheduled the PBC would be able to report actual bid, not estimates, at Town Meeting. SN will review the overall project budget and update based on pro rating the contingencies. SN noted that FFE programming and pricing is ongoing and that appears to be within budget.

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IV. Bond Building Additional Services – HVAC Testing & Balancing

Shane Nolan presented a proposal from Bond Building to carry out testing of existing HVAC system in the amount of \$31,192. Chip Tarbell felt this proposal was high. SN agreed but noted this is work that must be done. Bond approached 3 firms to do the work, 1 firm submitted a higher proposal, the other declined the invite to submit a proposal. SN noted that scope has already been reduced by the HVAC engineer and this is reflected in the proposal presented. The HVAC Engineer has reviewed the proposal and recommends acceptance. It was confirmed that the proposal does not include diagnostic of VAC units. The Town will provide someone to help with the control work associated with this testing.

Chip Tarbell made a motion to approve the additional services with a not to exceed amount of \$31,000. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.

Chip asked what budget line item this item would come from. SN suggested it be billed against the Commissioning budget.

V. Next Permanent Building Committee (Public Safety Building) was scheduled for September 9<sup>th</sup>, 2021 at 7:00pm.

Attachments:

- Leftfield Presentation 08/12/21

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# WAKEFIELD PUBLIC SAFETY | OPM REPORT

## 1. Administrative Actions

Approval of August 2021 Invoices (Public Safety Building)

INVOICES				
Vendor	Invoice #	Invoice Date	Description of Services	Invoice Amount
LeftField	10	08/31/21	OPM Services August 1 - August 31, 2021	\$10,000.00
HKT Architects	8-022023	09/08/21	Basic Designer Services - August 1 – August 31, 2021	\$85,159.34
HKT Architects	7-022023	08/04/21	Supplementary Designer Services - August 1 – August 31, 2021	\$2,255.00
Bond Building	03 Pre Con	08/31/21	Pre-Construction Services - August 1 – August 2021	\$16,122.02
			<b>TOTAL:</b>	<b>\$113,536.36</b>

# WAKEFIELD PUBLIC SAFETY | OPM REPORT

## 1. Administrative Actions

### Approval of August 2021 Invoices (Public Safety Building)

LEFTFIELD

THE RIGHT CHOICE IN PROJECT MANAGEMENT

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

Invoice Date: 08/31/21  
Invoice No: 10

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

Professional Services from August 1 - August 31, 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	\$0	\$0	\$30,000	\$0
Construction Documents Phase	\$40,000	\$25,000	\$10,000	\$35,000	\$5,000
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	\$75,000	\$10,000	\$85,000	\$295,000
Reimbursable Services	Budget	Previous	Current	Total To Date	Balance
Reimbursable Expenses Total:	\$0	\$0	\$0	\$0	\$0
Total Contract:	\$380,000	\$75,000	\$10,000	\$85,000	\$295,000

Please Remit Payment To:  
Leftfield, LLC  
17 Highfield Lane  
Norwell, MA 02061

APPROVED BY:

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

HKT

architects inc.

24 Roland Street, Suite 301 • Charlestown, MA 02129  
T: 617.776.0545 • F: 617.776.0678 • www.hktarchitects.com

MONTHLY INVOICE

BILL TO

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

Project Description: Wakefield Public Safety Building  
Professional Services: August 1, 2021 through August 31, 2021

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
000008-022023	Sep 08, 2021	Oct 08, 2021	022023	\$85,159.34

Fee Summary	Previously Invoiced	Current Invoice	Remaining
Stipulated % phase Completed	Amount Billed % complete	Value of Completed	Amount remaining
02 Schematic Design	12.03% \$89,853.00 100.00%	\$89,853.00 0.00%	\$0.00 \$0.00
03 Design Development	15.68% \$117,145.00 75.60%	\$88,567.26 94.23%	\$21,824.00 \$6,753.74
04 Construction Documents	24.93% \$186,181.00 7.46%	\$13,885.00 41.48%	\$63,335.34 \$108,960.66
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 25.75%	\$192,305.26 11.40%	\$85,159.34 \$469,398.40

Invoice Total:

\$85,159.34

Previous Balance:

\$48,280.62

Payments Received:

\$48,280.62

Account Balance:

\$85,159.34

APPROVED

Leftfield PM

09/08/2021

APPROVED BY:

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

Please make payments to HKT Architects, Inc.

Page 1 of 1

HKT

architects inc.

24 Roland Street, Suite 301 • Charlestown, MA 02129  
T: 617.776.0545 • F: 617.776.0678 • www.hktarchitects.com

MONTHLY INVOICE

BILL TO

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

Project Description: Wakefield Public Safety Building Supplemental Services  
Professional Services: June 1, 2021 through August 31, 2021

INVOICE NUMBER	INVOICE DATE	PAYMENT DUE DATE	OUR PROJECT NO.	BALANCE DUE
000007-022023.1	Sep 08, 2021	Oct 08, 2021	022023.1	\$2,255.00

Fee Summary	Previously Invoiced	Current Invoice	Remaining
Stipulated % phase Completed	Amount Billed % complete	Value of Completed	Amount remaining
Pre-Design	3.73% \$6,536.00 100.00%	\$6,536.00 0.00%	\$0.00 \$0.00
Survey	5.49% \$9,629.00 100.00%	\$9,629.00 0.00%	\$0.00 \$0.00
Geotechnical Engineering	10.37% \$18,186.00 100.00%	\$18,186.00 0.00%	\$0.00 \$0.00
Hazardous Materials	2.85% \$5,000.00 80.00%	\$4,000.00 0.00%	\$0.00 \$1,000.00
Laser Scanning, Point Cloud and 3D Model	28.09% \$49,255.00 100.00%	\$49,255.00 0.00%	\$0.00 \$0.00
Stormwater Management	5.25% \$9,205.00 0.00%	\$0.00 0.00%	\$0.00 \$9,205.00
Value Engineering	2.68% \$4,700.00 13.40%	\$630.00 0.00%	\$0.00 \$4,070.00
Reconciliation	3.54% \$6,200.00 50.00%	\$3,100.00 86.37%	\$2,255.00 \$945.00
Hydrant Flow Test	1.00% \$1,750.00 0.00%	\$0.00 0.00%	\$0.00 \$1,750.00
Building Envelope	12.29% \$21,550.00 17.87%	\$3,850.00 0.00%	\$0.00 \$17,700.00
Envelope - Drone	0.63% \$1,100.00 0.00%	\$0.00 0.00%	\$0.00 \$1,100.00
Envelope - Boom Lift Inspection	2.93% \$5,146.00 0.00%	\$0.00 0.00%	\$0.00 \$5,146.00
Envelope - Exploratory Demolition	9.00% \$15,776.00 0.00%	\$0.00 0.00%	\$0.00 \$15,776.00
Envelope - Roof Scan	2.51% \$4,400.00 0.00%	\$0.00 0.00%	\$0.00 \$4,400.00
Envelope - Water Testing	3.66% \$6,426.00 0.00%	\$0.00 0.00%	\$0.00 \$6,426.00
FFE	5.99% \$10,500.00 0.00%	\$0.00 0.00%	\$0.00 \$10,500.00
100.00%	\$175,359.00 54.28%	\$95,186.00 1.29%	\$2,255.00 \$77,918.00

Invoice Total:

\$2,255.00

Previous Balance:

\$4,480.00

Payments Received:

\$4,480.00

Account Balance:

\$2,255.00

APPROVED

Leftfield PM

09/08/2021

APPROVED BY:

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

Please make payments to HKT Architects, Inc.



# WAKEFIELD PUBLIC SAFETY | OPM REPORT

## 1. Administrative Actions

### Approval of August 2021 Invoices (Public Safety Building)

APPLICATION AND CERTIFICATION FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: Town of Wakefield  
Permanent Building Committee  
1 Lafayette Street  
Wakefield, MA 01880  
Attn: Joe Bertrand

PROJECT: Wakefield Public  
Safety Building

APPLICATION NO: 03 Pre Con

INVOICE DATE: 8/31/2021

Distribution to:  
☒ OWNER  
☒ ARCHITECT  
☒ CONTRACTOR

PERIOD TO: 8/31/2021

PROJECT NOS: 1-21-028

FROM CONTRACTOR: Bond Building  
Construction Inc.  
10 Cabot Road  
Medford, MA 02155

VIA ARCHITECT:

CONTRACT FOR:

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.  
Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM \$ 67,705.68

2. Net change by Change Orders \$ 1,921.00

3. CONTRACT SUM TO DATE (Line 1 + 2) \$ 69,626.68

4. TOTAL COMPLETED & STORED TO DATE (Column G on G703) \$ 37,048.44

5. RETAINAGE:  
a. 0 of Completed Work \$ 0.00  
(Column D + E on G703)  
b. % of Stored Material \$  
(Column F on G703)  
Total Retainage (Lines 5a + 5b or  
Total in Column I of G703) \$ 0.00


6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total) \$ 37,048.44

7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate) \$ 20,926.42

8. CURRENT PAYMENT DUE \$ 16,122.02

9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6) \$ 32,578.24

CONTRACTOR: Bond Building Construction, Inc.

By:  Date: 8/31/2021

State of: Massachusetts County of: Middlesex  
Subscribed and sworn to before me this 31st day of August, 2021  
Notary Public: Sotirios Mideros  
My Commission expires: May 20th, 2027

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site 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.)

ARCHITECT:

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 without prejudice to any rights of the Owner or Contractor under this Contract.

APPROVED BY: \_\_\_\_\_  
Joseph Bertrand/Chip Tarbell  
Chairman/Secretary  
Permanent Building Committee  
(Print)

CHANGE ORDER SUMMARY

ADDITIONS

DEDUCTIONS

Total changes approved in previous months Add Services #1

\$1,921.00

Total approved this Month

TOTALS

NET CHANGES by Change Order

\$1,921.00

AIA DOCUMENT G702 APPLICATION AND CERTIFICATION FOR PAYMENT 1992 EDITION AIA ©1992

THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK AVE., N.W., WASHINGTON, DC


Users may obtain validation of this document by requesting a completed AIA Document D401 - Certification of Document's Authenticity from the Licensee.

APPROVED

Leftfield PM

08/31/2021

Permanent Building Committee | September 9, 2021

 LEFTFIELD  
THE RIGHT CHOICE IN PROJECT MANAGEMENT

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## 2. Design Schedule

### Construction Documents

- Develop 60% Construction Documents
  - 60% Construction Documents Cost Check
  - PBC Review of 60% CD Cost Check
- 100% Construction (Bid) Documents

### July 12 – October 08

July 12 – Aug 20	Complete
Aug 23 – Sept 9	Ongoing
Sept 9	Ongoing
Aug 23 – Oct 8	

### Pre-Qualification of Trade Contractors

- Issue Trade Contract RFQ
- Receive Trade Contract SoQ's
- Review Trade Contractors SOQ's
- Notify Trade Contractors of Pre-Qual status

### August 25 – Sept 23

August 25 – Sept 15	Ongoing
September 15	
Sept 15 – Oct 01	
October 6	

### Bidding

- Receive Bids
- Review Bids & Prepare (interim) GMP
- PBC Execute (interim) GMP/Release Subs Contracts

### October 13 – November 3

November 3rd	
November 4 – November 5	
November 18	

### Town Meeting

November 6, 2021

### Notice to Proceed – Begin Construction Construction (Phased)

March 14, 2022  
12 months

## 3. Other Business/Discussion

### 3.1 Trade Contract Pre-Qualification Committee



# TOWN OF WAKEFIELD

## PERMANENT BUILDING COMMITTEE

### NOTICE OF MEETING

September 09<sup>th</sup>, 2021 | 7:00 p.m.

Via Zoom: <https://us02web.zoom.us/j/81268500583?pwd=TjBaMFNmb1JQaDMrQWFkVEZFZ2VCUT09>

Consistent with the Governor's orders extending certain provisions of the Open Meeting Law every effort will be made to allow the public to view and/or listen to the meeting in real time. Persons who wish to do so are invited to click on the following link <https://us02web.zoom.us/j/81268500583?pwd=TjBaMFNmb1JQaDMrQWFkVEZFZ2VCUT09>. If you do not have a camera or microphone on your computer you may use the following dial in number: 1-312-626-6799 Meeting ID 812 6850 0583 Passcode 822438. Please only use dial in or computer and not both, as audio feedback will distort the meeting. This meeting will be audio and video recorded.

### **Item 1 | Call to Order**

### **Item 2 | Wakefield Memorial High School**

Administrative Actions

Designer Selection – Vote

### **Item 3 | Public Safety Building**

Administrative Actions

Project Update

### **Item 4 | Greenwood School**

Project Update

### **Item 5 | Department of Public Works Facility**

Project Update

### **Item 6 | Matters Not Anticipated for Agenda**

### **Item 7 | Adjournment**

