

WAKEFIELD PERMANENT BUILDING COMMITTEE	WAKEFIELD PUBLIC SAFETY MEETING MINUTES

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. <u>Administrative Items</u>

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.

- 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. <u>Design Schedule</u>

Shane Nolan presented the updated design schedule. SN noted that Town Meeting is set for November 6th, 2021. The bid documents will be complete by October 8th and available to bidders on October 13th. Bid will be due November 3rd. 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 15th. 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 1st.

V. Design Update

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

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 7th, 2021 at 7:00pm.

Attachments:

• LeftField Presentation 09/09/21





AGENDA:

1. Administrative Actions

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

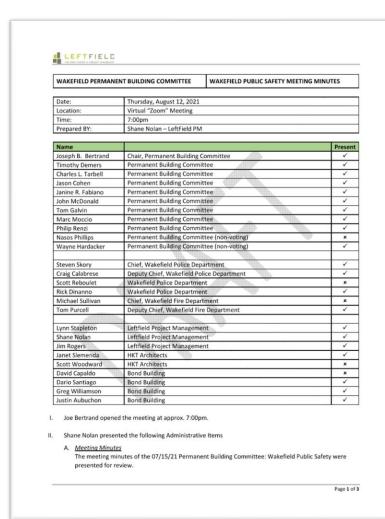
2. Project Schedule

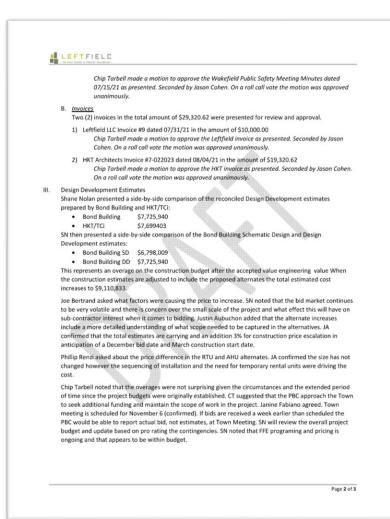
3. Other Business

Trade Contractor Pre-Qualification

1. Administrative Actions

Approval of August 12th, 2021 PBC Meeting Minutes (Public Safety Building)







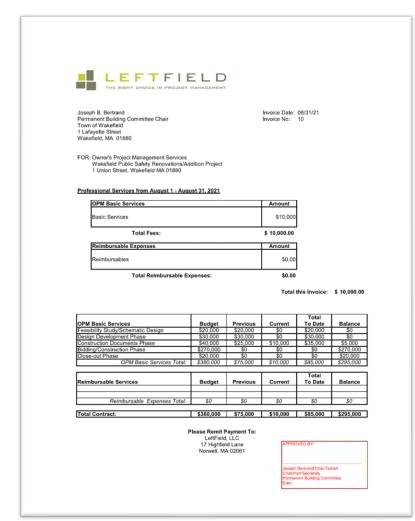
1. Administrative Actions

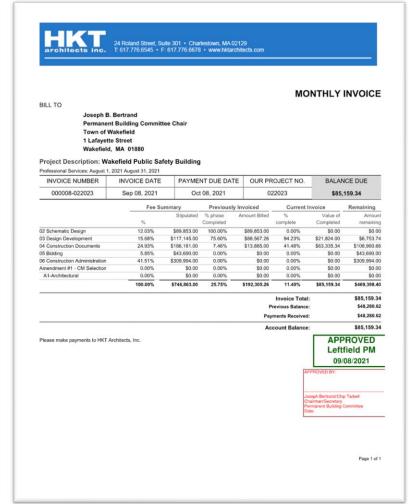
Approval of August 2021 Invoices (Public Safety Building)

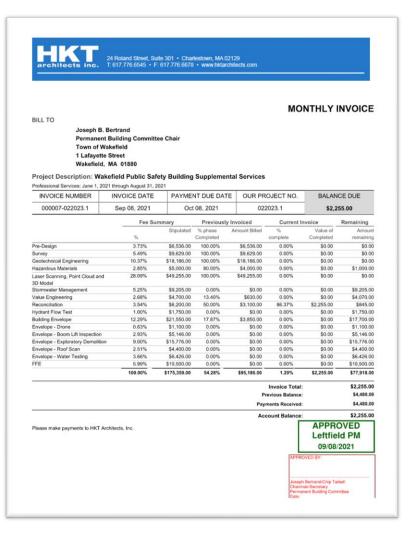
INVOICES				
Vendor	Invoice #	Invoice Date	Description of Services	Invoice Amount
LeftField	10	08/31/21	OPM Services August 1 - August 31, 2021	\$10,000.00
HKT Architects	8-022023	09/08/21	Basic Designer Services - August 1 – August 31, 2021	\$85,159.34
HKT Architects	7-022023	08/04/21	Supplementary 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
			TOTAL:	\$113,536.36

1. Administrative Actions

Approval of August 2021 Invoices (Public Safety Building)

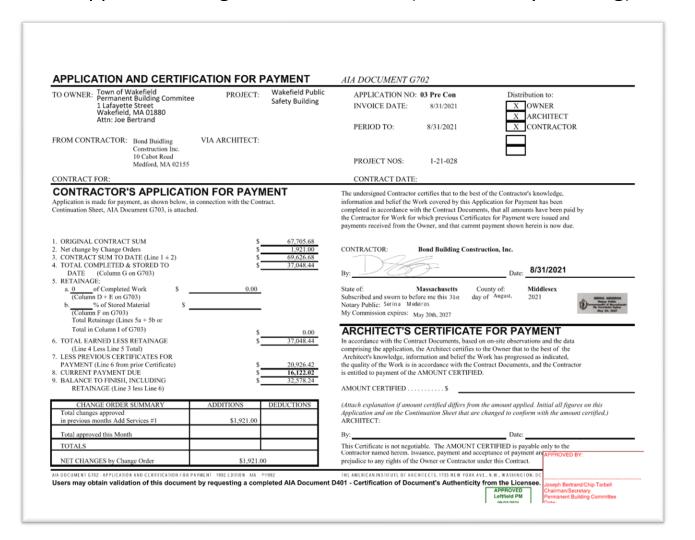






Administrative Actions

Approval of August 2021 Invoices (Public Safety Building)



2. <u>Design Schedule</u>

Construction (Phased)

Construction Documents	July 12 – October 08	
 Develop 60% Construction Documents 	July 12 – Aug 20	Complete
 60% Construction Documents Cost Check 	Aug 23 – Sept 9	Ongoing
 PBC Review of 60% CD Cost Check 	Sept 9	Ongoing
 100% Construction (Bid) Documents 	Aug 23 – Oct 8	
Pre-Qualification of Trade Contractors	August 25 – Sept 23	
 Issue Trade Contract RFQ 	August 25 – Sept 15	Ongoing
 Receive Trade Contract SoQ's 	September 15	
 Review Trade Contractors SOQ's 	Sept 15 – Oct 01	
 Notify Trade Contractors of Pre-Qual status 	October 6	
Bidding	October 13 – November 3	
Receive Bids	November 3rd	
 Review Bids & Prepare (interim) GMP 	November 4 – November 5	
 PBC Execute (interim) GMP/Release Subs Contracts 	November 18	
Town Meeting	November 6, 2021	
Notice to Proceed – Begin Construction	March 14, 2022	

12 months

- 3. Other Business/Discussion
 - **3.1 Trade Contract Pre-Qualification Committee**



PERMANENT BUILDING COMMITTEE

NOTICE OF MEETING

September 09th, 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/i/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

