

<b>WAKEFIELD PERMANENT BUILDING COMMITTEE</b>	<b>WAKEFIELD PUBLIC SAFETY MEETING MINUTES</b>
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Date:	Thursday, October 7, 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	✓
Janet Slemenda	HKT Architects	✓
David Capaldo	Bond Building	✓
Dario Santiago	Bond Building	✓

I. Joe Bertrand opened the Wakefield Public Safety portion of the meeting at approx. 7:40PM.

II. Administrative Items

A. Meeting Minutes

The meeting minutes of the 09/09/21 Permanent Building Committee: Wakefield Public Safety were presented for review.

*Chip Tarbell made a motion to approve the Wakefield Public Safety Meeting Minutes dated 09/09/21 as presented. Seconded by Tim Demers. Motion was approved unanimously.*

B. Invoices

Five (5) invoices in the total amount of \$86,414.13 were presented for review and approval.

- 1) Leftfield LLC Invoice #11 dated 09/30/21 in the amount of \$10,000.00  
*Chip Tarbell made a motion to approve the Leftfield as presented. Seconded by Tim Demers. On a roll call vote the motion was approved unanimously.*
- 2) HKT Architects Invoice #9-022023 dated 10/05/21 in the amount of \$54,180.02  
*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) Bond Building Invoice #04 Pre-Construction dated 09/30/21 in the amount of \$21,550.11  
*Chip Tarbell made a motion to approve the Bond Building invoice as presented. Seconded by Janine Fabiano. On a roll call vote the motion was approved unanimously.*
- 4) Wakefield Daily Item Invoice #300101020 dated 08/31/21 in the amount of \$380.00  
*Chip Tarbell made a motion to approve the Wakefield Daily Item invoice as presented. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.*
- 5) Wakefield Daily Item Invoice #300101243 dated 09/10/21 in the amount of \$304.00  
*Chip Tarbell made a motion to approve the Wakefield Daily Item invoice as presented. Seconded by Jason Cohen. On a roll call vote the motion was approved unanimously.*

III. Design Schedule

Shane Nolan presented the design schedule. SN noted that bid documents will be completed tomorrow by HKT and sent to the printers. Bid documents will be available to bidders on October 13. Trade contractor bids will be due back on November 3<sup>rd</sup>. Bond will bid non trade contractors at the same time. All bids will be compiled and presented at the November 4<sup>th</sup> PBC meeting. Town Meeting is set for November 6<sup>th</sup>, 2021. Pending a successful vote for additional funding at Town meeting it is hoped that an amendment will be made to Bonds contract at the November 18<sup>th</sup> PBC meeting which will allow them to award subcontracts.

IV. Project Budget

Shane Nolan presented the project budget. This included the side by side comparison of the original project budget and the anticipated revised budget using Bonds latest construction cost estimate. The construction contingency has also been increased to remain at 9% of the construction value. The anticipated revised budget is \$12,150,000. When bids are received on November 3 the budget will be updated to include actual construction costs at that time. Joe Bertrand noted that this will be presented and a request made for additional funding at Town Meeting on November 6.

V. Trade Contractor Pre-Qualification

Shane Nolan reported that Trade Contractor Pre-Qualification Committee has reviewed all submissions received - 84 submissions were received across 13 trades. SN presented the list of trade contractors and recommended that all contractors who achieved the minimum required 70-points or over be pre-qualified to bid on the trade in which they submitted.

*Chip Tarbell made a motion to approve the list of recommended trade contractors to bid on the project. Seconded by Jason Cohen. On a roll call vote motion was approved unanimously.*

VI. Guaranteed Maximum Price (GMP)

David Capaldo gave an overview of a GMP. The GMP will include a cost breakdown of all trade/spec sections, hold and allowance log, list of clarifications, qualifications and assumptions and the project

schedule. The execution of a GMP will be an amendment to Bonds existing pre-construction contract and will allow Bond to award contracts to subcontractors and proceed with construction.

Chip Tarbell asked if the Bonds contract with their sub-contractor includes the same schedule as included in the GMP. DC confirmed it will. Chip Tarbell asked about warrantees. DC noted that warranties would commence at substantial completion.

DC advised that based on the timing of bids Bond would not have time to “de scope” their non-trade subcontractors prior to presentation at the November 4 PBC meeting. DC explained the difference between a Hold and an Allowance in the GMP.

VII. Design Update

Janet Slemenda presented the landscape plans for review. JS confirmed the parking has been reconfigured but retains the same number of spaces (18). The flag poles and monument have been relocated to the left of the new entrance vestibule. The proposed trees in front of the building were discussed. The trees as shown will be included in the bids but will be revisited after all the work is completed in front of the new addition. The location of the bollards in front of the building were discussed. It was confirmed that these should remain as shown on site plan.

Chip Tarbell noted that Brain McGrail should be contacted re the Zoning Application. Shane Nolan will reach out.

VIII. Next Permanent Building Committee (Public Safety Building) was scheduled for November 4, 2021 at 7:00pm.

Attachments:

- LeftField Presentation 10/07/21