

WAKEFIELD PERMANENT BUILDING COMMITTEE	WAKEFIELD PUBLIC SAFETY MEETING MINUTES
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Date:	Thursday, November 4, 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. 7:40PM.

II. Administrative Items

A. Meeting Minutes

The meeting minutes of the 10/07/21 Permanent Building Committee: Wakefield Public Safety were presented for review.

Phillip Renzi made a motion to approve the Wakefield Public Safety Meeting Minutes as presented.

Seconded by Chip Tarbell. Motion was approved unanimously.

III. Project Budget

Shane Nolan presented the project budget. SN confirmed there has been no changes to the Total Project Budget line items since it was last presented. The Actual Spent to Date column has been updated to reflect the invoices approved at the last PBC meeting.

IV. Trade Contractor Bids

Shane Nolan advised that Trade Contractor bids were received electronically on November 3rd. These bids are being reviewed to ensure all bidders included all necessary paperwork and documentation. SN noted that all categories of trade contract received 3 or more bids with the exception of the HVAC trade. Once the review is complete contracts must be awarded to the lowest responsive and eligible trade contractor where 3 or more bids were received. Only one bid was received for HVAC. SN noted the submitted bid is over the budget therefore we are required review the bid with the subcontractor and attempt to negotiate an acceptable price.

Bond Building is currently bidding the non-trade subcontractors. These bids are not all in and Bonds is following up with certain subs to confirm they will submit bids. Once all bids are received Bond will conduct "bid scope" meetings with selected subs to come to a final bid price.

Joe Bertrand confirmed that the request for an additional \$2.5m for the project was presented to the Finance Committee and will be presented at Town Meeting on Saturday (November 6th).

Philip Renzi asked about HVAC bid and the options in the case an acceptable price is not agreed to with the single bidder. It was noted that under MGL 149A the HVAC trade scope can be allocated to the Construction Manager who must solicit additional bids.

V. Next Permanent Building Committee (Public Safety Building) was scheduled for November 18, 2021 at 7:00pm.

Attachments:

- LeftField Presentation 11/04/21

Town of Wakefield

PUBLIC SAFETY BUILDING

RENOVATION AND UPGRADES

Permanent Building Committee Meeting
November 04, 2021



WAKEFIELD PUBLIC SAFETY

AGENDA:

1. Administrative Actions – LeftField
 - Review of Previous Meeting Minutes
2. Project Budget – Leftfield
3. Subcontractor Bid Review/Preparation for Town Meeting

WAKEFIELD PUBLIC SAFETY

1. Administrative Actions

Approval of October 7th, 2021 PBC Meeting Minutes (Public Safety Building)



WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD PUBLIC SAFETY MEETING MINUTES

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)	x
Wayne Hardacker	Permanent Building Committee (non-voting)	x
Steven Skory	Chief, Wakefield Police Department	✓
Craig Calabrese	Deputy Chief, Wakefield Police Department	x
Scott Reboulet	Wakefield Police Department	x
Rick Dinanno	Wakefield Police Department	✓
Michael Sullivan	Chief, Wakefield Fire Department	✓
Tom Purcell	Deputy Chief, Wakefield Fire Department	x
Lynn Stapleton	Leftfield Project Management	✓
Shane Nolan	Leftfield Project Management	✓
Janet Siemenda	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.

- 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.
- 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.
- 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.
- 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.
- 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 3rd. Bond will bid non trade contractors at the same time. All bids will be compiled and presented at the November 4th PBC meeting. Town Meeting is set for November 6th, 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 18th 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 warranties. 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 Siemenda 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

WAKEFIELD PUBLIC SAFETY

2. Project Budget

Wakefield Public Safety Project - Wakefield, MA
Total Project Budget Status Report
November 3, 2021



Description	CURRENT BUDGET			Anticipated Budget Town Meeting Nov 2021	Total Committed	% Cmt'd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend
	Total Project Budget	Authorized Changes	Revised Total Budget						
ADMINISTRATION									
Legal Fees	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Owner's Project Manager	\$ 380,000	\$ -	\$ 380,000	\$ 380,000	\$ 380,000	100%	\$ 95,000	25%	\$ 285,000
Schematic Design	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	100%	\$ 20,000	100%	\$ -
Design Development	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ 30,000	100%	\$ 30,000	100%	\$ -
Construction Documents	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	\$ 40,000	100%	\$ 40,000	100%	\$ -
Bidding/Construction Administration	\$ 270,000	\$ -	\$ 270,000	\$ 270,000	\$ 270,000	100%	\$ 5,000	2%	\$ 265,000
Closeout	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	\$ 20,000	100%	\$ -	0%	\$ 20,000
Reimbursable & Other Services	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Advertising and Printing	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 684	14%	\$ 684	14%	\$ 4,316
Permitting	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Owner's Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Other Administrative Costs	\$ 25,000	\$ -	\$ 25,000	\$ 25,000	\$ -	0%	\$ -	0%	\$ 25,000
SUB-TOTAL	\$ 410,000	\$ -	\$ 410,000	\$ 410,000	\$ 380,684	93%	\$ 95,684	23%	\$ 314,316
ARCHITECTURE & ENGINEERING									
A/E Basic Services	\$ 753,399	\$ -	\$ 753,399	\$ 753,399	\$ 753,399	100%	\$ 338,181	45%	\$ 415,218
Feasibility/Schematic Design	\$ 96,389	\$ -	\$ 96,389	\$ 96,389	\$ 96,389	100%	\$ 96,389	100%	\$ -
Design Development	\$ 117,145	\$ -	\$ 117,145	\$ 117,145	\$ 117,145	100%	\$ 117,145	100%	\$ -
Construction Documents	\$ 186,181	\$ -	\$ 186,181	\$ 186,181	\$ 186,181	100%	\$ 124,647	67%	\$ 61,534
Bidding	\$ 43,690	\$ -	\$ 43,690	\$ 43,690	\$ 43,690	100%	\$ -	0%	\$ 43,690
Construction Administration	\$ 309,994	\$ -	\$ 309,994	\$ 309,994	\$ 309,994	100%	\$ -	0%	\$ 309,994
Closeout	\$ -	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Extra and Reimbursable Services	\$ 168,823	\$ -	\$ 168,823	\$ 168,823	\$ 168,823	100%	\$ 90,905	54%	\$ 77,918
Other Reimbursable Costs	\$ 21,855	\$ -	\$ 21,855	\$ 21,855	\$ 21,855	100%	\$ 5,985	27%	\$ 15,870
Ha/Hat Engineering & Monitoring	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	\$ 5,000	100%	\$ 4,000	80%	\$ 1,000
Geotechnical & Geo-environmental	\$ 18,186	\$ -	\$ 18,186	\$ 18,186	\$ 18,186	100%	\$ 18,186	100%	\$ -
Survey	\$ 9,629	\$ -	\$ 9,629	\$ 9,629	\$ 9,629	100%	\$ 9,629	100%	\$ -
Building Envelope Consultant	\$ 54,398	\$ -	\$ 54,398	\$ 54,398	\$ 54,398	100%	\$ 3,850	7%	\$ 50,548
Scanning Services	\$ 49,255	\$ -	\$ 49,255	\$ 49,255	\$ 49,255	100%	\$ 49,255	100%	\$ -
FFE Design	\$ 10,500	\$ -	\$ 10,500	\$ 10,500	\$ 10,500	100%	\$ -	0%	\$ 10,500
SUB-TOTAL	\$ 922,222	\$ -	\$ 922,222	\$ 922,222	\$ 922,222	100%	\$ 429,689	47%	\$ 492,533
CONSTRUCTION COSTS									
Pre-Construction	\$ 65,000	\$ 29,866	\$ 94,866	\$ 94,866	\$ 99,493	105%	\$ 58,599	62%	\$ 36,267
Construction	\$ 6,650,000	\$ 100,000	\$ 6,750,000	\$ 6,750,000	\$ 6,750,000	100%	\$ -	0%	\$ 6,750,000
SUB-TOTAL	\$ 6,715,000	\$ 129,866	\$ 6,844,866	\$ 6,844,866	\$ 6,849,493	101%	\$ 58,599	1%	\$ 6,786,267
MISCELLANEOUS PROJECT COSTS									
Utility Company Fees	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ -	0%	\$ -	0%	\$ 30,000
Testing Services	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	\$ -	0%	\$ -	0%	\$ 30,000
Commissioning	\$ 50,000	\$ (29,866)	\$ 20,134	\$ 20,134	\$ -	0%	\$ -	0%	\$ 20,134
Other Project Costs	\$ 50,000	\$ -	\$ 50,000	\$ 50,000	\$ -	0%	\$ -	0%	\$ 50,000
SUB-TOTAL	\$ 160,000	\$ (29,866)	\$ 130,134	\$ 130,134	\$ -	0%	\$ -	0%	\$ 130,134
FURNISHINGS & EQUIPMENT									
Furnishings & Equipment	\$ 409,050	\$ (100,000)	\$ 309,050	\$ 309,050	\$ -	0%	\$ -	0%	\$ 309,050
Technology & Communications	\$ 236,250	\$ -	\$ 236,250	\$ 236,250	\$ -	0%	\$ -	0%	\$ 236,250
SUB-TOTAL	\$ 645,300	\$ (100,000)	\$ 545,300	\$ 545,300	\$ -	0%	\$ -	0%	\$ 545,300
CONTINGENCY									
Construction Contingency	\$ 610,000	\$ -	\$ 610,000	\$ 610,000	\$ -	0%	\$ -	0%	\$ 610,000
Owner's Contingency	\$ 137,478	\$ -	\$ 137,478	\$ 137,478	\$ -	0%	\$ -	0%	\$ 137,478
SUB-TOTAL	\$ 747,478	\$ -	\$ 747,478	\$ 747,478	\$ -	0%	\$ -	0%	\$ 747,478
TOTAL PROJECT BUDGET	\$ 9,600,000	\$ -	\$ 9,600,000	\$ 12,150,134	\$ 1,402,399	15%	\$ 583,368	6%	\$ 9,016,632

WAKEFIELD PUBLIC SAFETY

3. Review of Subcontractor Bids/Preparation for Town Meeting

Trade Subcontractor Bid Received November 3rd, 2021 through public procurement

Non Trade Subcontractor bids being procured through Construction Manager – Bond Building

Additional Funding to be requested at Town Meeting – November 6th, 2021