

WAKEFIELD PERMANENT BUILDING COMMITTEE	WAKEFIELD PUBLIC SAFETY MEETING MINUTES

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. <u>Administrative Items</u>

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



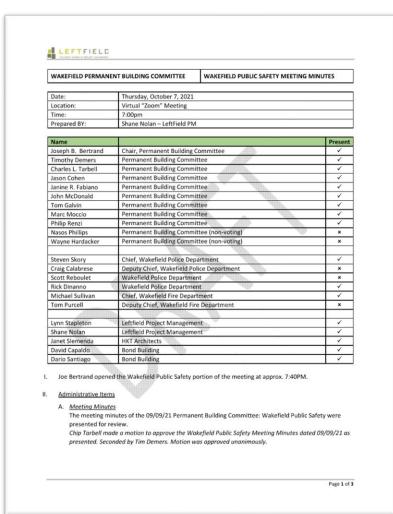


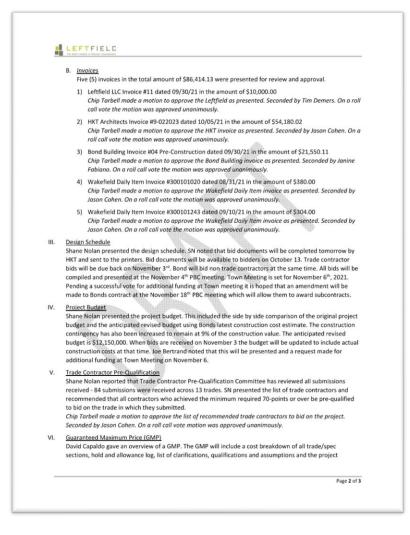
AGENDA:

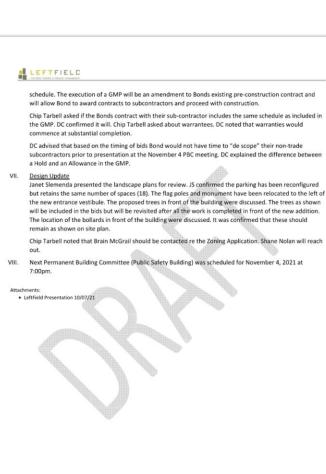
- Administrative Actions LeftField
 - Review of Previous Meeting Minutes
- 2. Project Budget Leftfield
- 3. Subcontractor Bid Review/Preparation for Town Meeting

1. Administrative Actions

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









2. Project Budget

	ᆫ		URI	RENT BUDGE	T			1	-			-	
Description		Total Project Budget		Authorized Changes		evised Total Budget	Anticipated Budget Town Meeting Nov 2021		Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend
ADMINISTRATION								Į.		0%			
Legal Fees Owner's Project Manager		380,000		- :	5	380,000	\$ 380,000	5	380,000	100%		25%	
Schematic Design	5	20,000			\$	20,000	\$ 20,000	5	20,000	100%			
Design Development		30,000				30,000	\$ 30,000	5	30,000	100%			
Construction Documents Bidding/Construction Administration		40,000 270,000				40,000 270,000	\$ 40,000 \$ 270,000	\$	40,000 270,000	100% 100%			
Closeout		20,000				20,000	\$ 20,000	Ś	20,000	100%		0%	
Reimbursable & Other Services						4	\$ -	5		0%		0%	
Advertising and Printing		5,000	\$		\$	5,000	\$ 5,000	\$	684	14%	\$ 684		
Permitting							5 .	5		0%		0%	
Owner's Insurance Other Administrative Costs		25,000	5			25,000	\$ 25,000	5		0%		- 0%	
SUB-TOTAL					3		\$ 410,000	3	380,684	93%			
3000000								Г					
ARCHITECTURE & ENGINEERING								1					
A/E Basic Services Feasibility/Schematic Design	5	753,399 96,389				753,399 96,389	\$ 753,399 \$ 96,389	5	753,399 96,389	100%			
Feasibility/Schematic Design Design Development		96,389				96,389	\$ 96,389 \$ 117,145	5	96,389	100% 100%			
Construction Documents		186,181			5	186,181	\$ 186,181	s	186,181	100%			
Bidding	\$	43,690	\$		5	43,690	\$ 43,690	5	43,690	100%	\$	- 0%	\$ 43,6
Construction Administration		309,994				309,994	5 309,994	s	309,994	100%		0%	
Extra and Reimbursable Services		168,823	5			168,823	5 168,823	5	168,823	100%		54%	
Other Reimbursable Costs		21,855		- 1		21,855	\$ 21,855		21,855	100%			
HazMat Engineering & Monitoring		5,000				5,000	\$ 5,000		5,000	100%			
Geotechnical & Geo-environmental		18,186			\$	18,186	\$ 18,186	\$	18,186	100%			
Survey		9,629 54.398			5	9,629 54.398	\$ 9,629 \$ 54,398	5	9,629 54,398	100% 100%			
Building Envelope Consultant Scanning Services		54,398 49,255		-		54,398 49,255	\$ 54,398 \$ 49,255	5	54,398 49,255	100% 100%			
FFE Design		10,500		-		10,500	\$ 10,500	ŝ	10,500	100%		0%	
SUB-TOTAL		922,222	5		5	922,222	\$ 922,222	3	922,222	100%	\$ 429,086	47%	5 493,1
			-					Ļ					
CONSTRUCTION COSTS Pre-Construction		65,000		29,866		94,866	5 94.866	S	99,493	105%	S 58.595	0%	\$ 36.2
Construction						6,750,000	\$ 9,070,134	ŝ	30,493	0%			\$ 6,750,0
SUB-TOTAL							\$ 9,165,000	3	99,493	1%	\$ 58,591		\$ 6,786,2
		- 1						L		U.			
MISCELLANEOUS PROJECT COSTS Utility Company Fees		30,000				30.000	\$ 30,000	s		0%	,	. 0%	5 30.0
Testing Services	5	30,000		- :		30,000	\$ 30,000		- :	0%		0%	
Commissioning		50,000	\$	(29,866)		20,134	\$ 20,134			0%		- 0%	
Other Project Costs		50,000				50,000	\$ 50,000			0%		- 0%	
SUB-TOTAL	5	160,000	5	(29,866)	5	130,134	\$ 130,134	3		0%	5	0%	5 130,1
FURNISHINGS & EQUIPMENT								H					
Furnishings & Equipment		409,050	\$	(100,000)	5	309,050	\$ 309,050	5		0%	\$	- 0%	\$ 309,0
Technology & Communications	5	236,250	\$			236,250	\$ 236,250			0%			\$ 236,2
SUB-TOTAL	5	645,300	5	(100,000)	5	545,300	\$ 545,300	5		0%	\$	0%	\$ 545,3
CONTINGENCY		-			-			t					
Construction Contingency	5	610,000	\$	- 2	\$	610,000	\$ 840,000	\$		0%			\$ 610,0
Owner's Contingency	\$				\$	137,478	\$ 137,478	L		0%			5 137,4
SUB-TOTAL	5	747,478	5	-	\$	747,478	\$ 977,478	5		0%	\$	- 0%	5 747,4
	4	9.600.000	5		4	9,600,000	\$ 12,150,134	5	1,402,399	15%	\$ 583,368	6%	\$ 9,016,6
TOTAL PROJECT BUDGET													

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