

WAKEFIELD PERMANENT BUILDING COMMITTEE	WAKEFIELD PUBLIC SAFETY MEETING MINUTES
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Date:	Thursday, April 07, 2022
Location:	Virtual "Zoom" Meeting
Time:	7:00pm
Prepared BY:	Timothy Baker – 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	✓
Adam Keane	Leftfield Project Management	✓
Timothy Baker	Leftfield Project Management	✓
Jim Rogers	Leftfield Project Management	✗
Janet Slemenda	HKT Architects	✓
Scott Woodward	HKT Architects	✗
David Capaldo	Bond Building	✓
Dario Santiago	Bond Building	✓

1. Joe Bertrand opened the Wakefield Public Safety portion of the meeting at approximately 7:02 PM. A quorum was present.
2. Public Participation
There was no public participation.

3. Administrative Items

A) Meeting Minutes

The meeting minutes of the 03/24/22 Permanent Building Committee: Wakefield Public Safety Meeting were presented for review.

Chip Tarbell made a motion to approve the Wakefield Public Safety Meeting Minutes as presented. Seconded by Tom Galvin. Motion was approved unanimously.

B) Invoices

Four (4) invoices in the total amount of \$22,723.00 for the Wakefield Public Safety Project were presented for review and approval.

- i) Leftfield LLC Invoice #17 dated 03/31/22 in the amount of \$15,020.00 which breaks down to the following:
 - a. Leftfield March 2022 Monthly Invoice - \$ 11,500.00
 - b. Leftfield March Move Management Fee per OPM Contract Amendment #1 for Move Services - \$3,520.00
- ii) HKT Architects Invoice #14-022023 dated 3/11/22 in the amount of \$1,184.39 for basic services.
- iii) HKT Architects Invoice #15-022023 dated 4/06/22 in the amount of \$34,096.16 for basic services.
- iv) Bond Building Application for Payment #3 dated 03/31/22 in the amount of \$54,678.44 for March 2020 Construction Activities.

Chip Tarbell made a motion to approve Leftfield LLC Invoice #17 dated 03/31/22 in the amount of \$15,020.00 as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve #14-022023 dated 3/11/22 in the amount of \$1,184.39 for basic services as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve HKT Architects Invoice #15-022023 dated 4/06/22 in the amount of \$34,096.16 for basic services as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve Bond Building Application for Payment #3 dated 03/31/22 in the amount of \$54,678.44 for March 2020 for Construction Activities. as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

4. FF&E and Technology Procurement Update

Lynn Stapleton and Adam Keane provided an update on FF&E and Technology procurement. Leftfield met with HKT Architects and Environments at Work to finalize FF&E items by reviewing and selecting colors, and which furniture items identified to be reused instead of purchasing new furniture. All remaining FF&E items must be ordered by April 22, 2022.

Adam Keane also stated that Leftfield confirmed that the one outstanding technology item from Stanley for Security components will be canceled, and the work will instead be performed by the Wakefield's IT department. Procurement from CyberComm for dispatch equipment is currently on hold while IT reviews items to be purchased. Leftfield needs final confirmation from the Town IT as soon as possible due to the lead-times for the items.

5. Construction Update

Adam Keane stated Bond has mobilized to the site and demolition work has commenced in the public safety building. AK reviewed the new temporary entrances and procedures for the building during construction. All this information can be found on the town's websites, as well as, on the Police and Fire webpages. It has also been shared on the Town's Facebook page.

Bond continued by presenting their construction update and three-week look ahead schedule, which can be found in the attached presentation. Bond mobilized to the site this week and will have presence on site going forward. Bond began construction the public entry ways on princess street. Bond mobilized on site on 4/06/22. All memorabilia and salvage items have been removed and turned over to the town for the duration of the project.

6. Next Permanent Building Committee for the Public Safety Building was scheduled for April 28, 2022 at 7:00pm.

Town of Wakefield

PUBLIC SAFETY BUILDING

RENOVATION AND UPGRADE

**Permanent Building Committee Meeting
April 7, 2022**



AGENDA:

1. Administrative Actions

- Review of March 24, 2022 Permanent Building Committee Meeting Minutes
- Review of March 2022 Invoices
- OPM Contract Amendment No. 1 for Move Services
- Budget Update
- Procurement Update

2. Construction Update

- Move and Site Mobilization Update
- Construction Fencing and Entrances
- Community/Neighbor Communications
- Look-Ahead Construction Schedule

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Review of March 24, 2022 PBC Meeting Minutes



WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD PUBLIC SAFETY MEETING MINUTES

Date:	Thursday, March 24, 2022
Location:	Virtual "Zoom" Meeting
Time:	7:00pm
Prepared BY:	Timothy Baker – 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	✗
Joe Conway	Wakefield DPW	✓
Lynn Stapleton	Leftfield Project Management	✓
Adam Keane	Leftfield Project Management	✓
Timothy Baker	Leftfield Project Management	✓
Jim Rogers	Leftfield Project Management	✗
Janet Slemenda	HKT Architects	✓
Scott Woodward	HKT Architects	✗
David Capaldo	Bond Building	✗
Dario Santiago	Bond Building	✗

1. Joe Bertrand opened the Wakefield Public Safety portion of the meeting at approximately 7:02 PM. A quorum was present.
2. Public Participation
There was no public participation.



3. Administrative Items

Meeting Minutes

The meeting minutes of the 03/10/22 Permanent Building Committee: Wakefield Public Safety Meeting were presented for review.

Chip Tarbell made a motion to approve the Wakefield Public Safety Meeting Minutes as presented. Seconded by Philip Renzi. Motion was approved unanimously.

4. FF&E and Technology Procurement Update

Adam Keane, from Leftfield, provided an update on FF&E. The Environment at Work quote came in under the \$180k budget. LF will be meeting with Environment at Work, HKT and the WPD to select furniture finishes and to determine if there are any value engineering opportunities available to the project and will update the PBC accordingly.

AK noted that the Security items from Stanley Security came in slightly over budget and Todd Bowden from Town IT will be taking over that scope of work.

Notices to Proceed were provided to CyberComm and Motorola for the Dispatch equipment. Todd Bowden asked to review the Dispatch equipment quote from CyberComm so that procurement is on hold.

5. Move Schedule

AK informed the PBC that Records, Prosecutor, WFD Admin, WPD Admin would all be moving on April 6th so that renovations could start.

6. Reusable Soils – Public Safety Project

Adam Keane from Leftfield stated that the 1,500 cubic yards of fill from the Public Safety excavations was clean soil, less than the RCS-1, as determined by the project's LSP of record. CT and AK inquired with Joe Conway, head of DPW, if the town could utilize the soil at a site in Town. This would save the Public Safety Project the cost associated with removal and disposal of the soil at a facility in Saugus. It would also save the Town from needing to purchase soil for use in Town. JC stated that DPW would take the soil and will reach out to AK, from Leftfield, about coordination. AK will send the appropriate soil characterization documentation demonstrating that the soil is clean to JC.

7. Construction Update

AK provided a quick Construction Schedule update to the start of construction on April 6, 2022 with Substantial Completion scheduled for April 5, 2023 and Final Completion on June 2, 2023.

Two new temporary entrances, one for the WFD and one for the WPD and lobby area. Both entrances are off Princess Street and neither are accessible. Signage will be provided at Crescent Street and Union Street providing citizens needing a handicap accessible entrance with a telephone number to call for assistance.



8. Groundbreaking Ceremony

A Groundbreaking Ceremony has been scheduled for Friday, April 15, 2022 at 9am. LF provided a flyer for use as an invitation.

9. Next Permanent Building Committee for the Public Safety Building was scheduled for April 07, 2022 at 7:00pm.

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Review of March 2022 Invoices

INVOICES					
Budget Category	Vendor	Invoice #	Date	Amount	Balance After Invoice
Owner Project Manager	LeftField	17	03/31/22	\$ 11,500.00	\$ 223,500.00
Sterling Corporation	LeftField	17	03/31/22	\$ 3,520.00	\$ -
Total:	LeftField	17	03/31/22	\$ 15,020.00	\$ 238,520.00
Architect/Engineer: Basic Service	HKT Architects	14-022023	03/11/22	\$ 1,184.39	\$ 308,636.61
Architect/Engineer: Basic Service	HKT Architects	15-022023	04/06/22	\$ 34,096.16	\$ 274,540.45
Construction Costs	Bond Building	3	03/31/22	\$ 54,678.44	\$ 9,314,849.79
				\$ 104,978.99	\$ 10,136,546.85

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Review of OPM Contract Amendment No. 1 for Move Services

Attached is LeftField’s fee proposal for managing and providing relocation services for the gym for the Wakefield Public Safety Building project. Relocation services were required to facilitate the start of renovations. The work will be performed by Sterling Corporation as a subconsultant to LeftField per their attached invoice, dated March 30, 2022.

Fee

In accordance with Article 10 - Reimbursable Expenses of the OPM Contract, the services associated with this proposal are to be invoiced on a lump sum basis, plus 10%, as specified in Article 10, Paragraph 10.1.

Sterling Corporation	\$3,200.00
LeftField 10% Administration Fee	\$320.00
Total	\$3,520.00

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Budget Update

Wakefield Public Safety Project - Wakefield, MA
Total Project Budget Status Report
March 31, 2022

Description	Revised 11/24/2021	Authorized Changes	Revised Total Budget	Total Committed	% Cmt'd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend
ADMINISTRATION								
Legal Fees	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Owner's Project Manager	\$ 380,000	\$ -	\$ 380,000	\$ 380,000	100%	\$ 156,500	41%	\$ 223,500
Schematic Design	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	100%	\$ 20,000	100%	\$ -
Design Development	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	100%	\$ 30,000	100%	\$ -
Construction Documents	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	100%	\$ 40,000	100%	\$ -
Bidding/Construction Administration	\$ 270,000	\$ -	\$ 270,000	\$ 270,000	100%	\$ 66,500	25%	\$ 203,500
Closeout	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	100%	\$ -	0%	\$ 20,000
Reimbursable & Other Services	\$ -	\$ 3,520	\$ 3,520	\$ 3,520	0%	\$ 3,520	0%	\$ -
Advertising and Printing	\$ 5,000	\$ -	\$ 5,000	\$ 2,634	53%	\$ 2,634	100%	\$ 2,366
Permitting	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Owner's Insurance	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Other Administrative Costs	\$ 25,000	\$ -	\$ 25,000	\$ -	0%	\$ -	0%	\$ 25,000
SUB-TOTAL	\$ 410,000	\$ 3,520	\$ 413,520	\$ 386,154	94%	\$ 162,654	42%	\$ 250,866
ARCHITECTURE & ENGINEERING								
A/E Basic Services	\$ 753,399	\$ -	\$ 753,399	\$ 753,399	100%	\$ 480,793	64%	\$ 272,606
Feasibility/Schematic Design	\$ 89,853	\$ -	\$ 89,853	\$ 96,389	107%	\$ 89,853	93%	\$ -
Design Development	\$ 117,145	\$ -	\$ 117,145	\$ 117,145	100%	\$ 117,145	100%	\$ (0)
Construction Documents	\$ 186,181	\$ -	\$ 186,181	\$ 186,181	100%	\$ 186,181	100%	\$ (0)
Bidding	\$ 43,690	\$ -	\$ 43,690	\$ 43,690	100%	\$ 43,690	100%	\$ -
Construction Administration	\$ 309,994	\$ -	\$ 309,994	\$ 309,994	100%	\$ 43,924	14%	\$ 266,070
Extra and Reimbursable Services	\$ 168,823	\$ -	\$ 168,823	\$ 168,823	100%	\$ 91,222	54%	\$ 77,601
Other Reimbursable Costs	\$ 28,391	\$ -	\$ 28,391	\$ 21,855	77%	\$ 5,985	27%	\$ 22,406
HazMat Engineering & Monitoring	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	100%	\$ 4,000	80%	\$ 1,000
Geotechnical & Geo-environmental	\$ 18,186	\$ -	\$ 18,186	\$ 18,186	100%	\$ 18,186	100%	\$ -
Survey	\$ 9,629	\$ -	\$ 9,629	\$ 9,629	100%	\$ 9,629	100%	\$ -
Building Envelope Consultant	\$ 54,398	\$ -	\$ 54,398	\$ 54,398	100%	\$ 3,850	7%	\$ 50,548
Scanning Services	\$ 49,255	\$ -	\$ 49,255	\$ 49,255	100%	\$ 49,255	100%	\$ -
FFE Design	\$ 10,500	\$ -	\$ 10,500	\$ 10,500	100%	\$ 317	3%	\$ 10,183
SUB-TOTAL	\$ 922,222	\$ -	\$ 922,222	\$ 922,222	100%	\$ 572,016	62%	\$ 350,207
CONSTRUCTION COSTS								
Pre-Construction	\$ 99,493	\$ -	\$ 99,493	\$ 99,493	100%	\$ 71,127	0%	\$ 28,366
Construction	\$ 9,517,087	\$ 55,067	\$ 9,572,154	\$ 9,517,087	100%	\$ 285,670	0%	\$ 9,286,484
SUB-TOTAL	\$ 9,616,580	\$ 55,067	\$ 9,671,647	\$ 9,616,580	100%	\$ 356,797	4%	\$ 9,314,850
MISCELLANEOUS PROJECT COSTS								
Utility Company Fees	\$ 30,000	\$ -	\$ 30,000	\$ -	0%	\$ -	0%	\$ 30,000
Testing Services	\$ 30,000	\$ -	\$ 30,000	\$ -	0%	\$ -	0%	\$ 30,000
Commissioning	\$ 20,134	\$ -	\$ 20,134	\$ -	0%	\$ -	0%	\$ 20,134
Other Project Costs	\$ 50,000	\$ -	\$ 50,000	\$ -	0%	\$ -	0%	\$ 50,000
SUB-TOTAL	\$ 130,134	\$ -	\$ 130,134	\$ -	0%	\$ -	0%	\$ 130,134
FURNISHINGS & EQUIPMENT								
Furnishings & Equipment	\$ 309,050	\$ -	\$ 309,050	\$ -	0%	\$ -	0%	\$ 309,050
Technology & Communications	\$ 236,250	\$ -	\$ 236,250	\$ -	0%	\$ -	0%	\$ 236,250
SUB-TOTAL	\$ 545,300	\$ -	\$ 545,300	\$ -	0%	\$ -	0%	\$ 545,300
CONTINGENCY								
Construction Contingency	\$ 338,286	\$ (55,067)	\$ 283,219	\$ -	0%	\$ -	0%	\$ 283,219
Owner's Contingency	\$ 137,478	\$ (3,520)	\$ 133,958	\$ -	0%	\$ -	0%	\$ 133,958
SUB-TOTAL	\$ 475,764	\$ (58,587)	\$ 417,177	\$ -	0%	\$ -	#DIV/0!	\$ 417,177
TOTAL PROJECT BUDGET	\$ 12,100,000	\$ -	\$ 12,100,000	\$ 10,924,956	90%	\$ 1,091,467	10%	\$ 11,008,533

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Procurement Update – Furniture, Technology, Security

Furniture: Environment at Work

- Meeting held to Review and Select Colors
- Furniture Items Identified to be Reused instead of Purchasing New
- Furniture Needs to be Ordered by April 15

Technology: CyberComm and Motorola

- Hold on CyberComm Procurement for Town IT Review
- Need Decision due to Lead Time for Equipment

Security: Stanley

- Town IT will Perform the Security Work

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions *Procurement Update – Furniture, Technology, Security*

	<u>Vendor</u>	<u>Proposal</u>	<u>Amount</u>
Furniture Budget			\$309,050
Office Furniture (Pending Review & Finishes)	Environment at Work	Target	\$180,000
Dispatch Furniture (AWARDED)	Evans TCS	02/04/22	\$100,250
Metal Shelving/Gun Cabinet		Allowance	\$18,000
Miscellaneous Furniture		Allowance	\$4,000
		Over/Under Budget	(\$6,799)
Technology/Security Budget			\$236,250
Dispatch Radio Equipment & Emergency Radio Cable (AWARDED) (On HOLD)	Cyber Comm	03/09/22	\$144,343
Radio Control Station (AWARDED)	Motorola	03/09/22	\$4,927
Technology	Town IT	Allowance	\$17,000
Security (Pending Review)	Town IT	Allowance	\$76,000
		Over/Under Budget	\$6,020
Overall Furniture & Equipment Budget			(\$779)

WAKEFIELD PUBLIC SAFETY | OPM REPORT

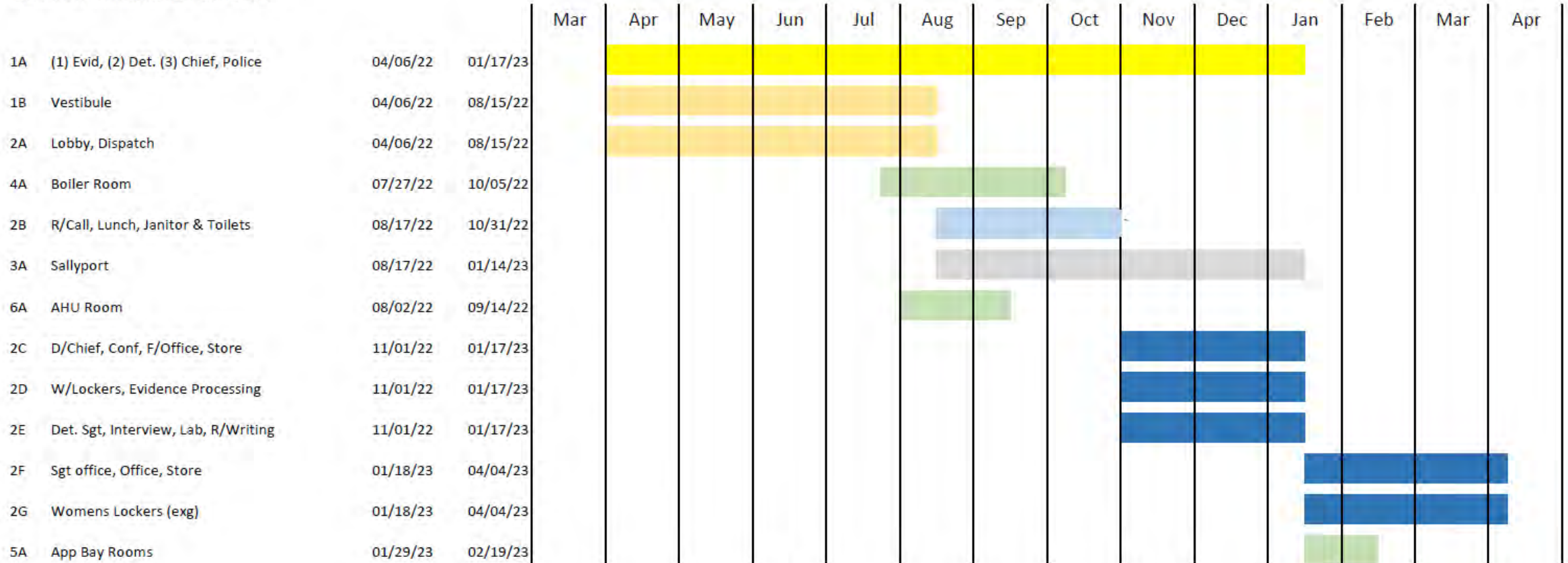
1. Administrative Actions

Move and Site Mobilization

Wakefield Public Safety

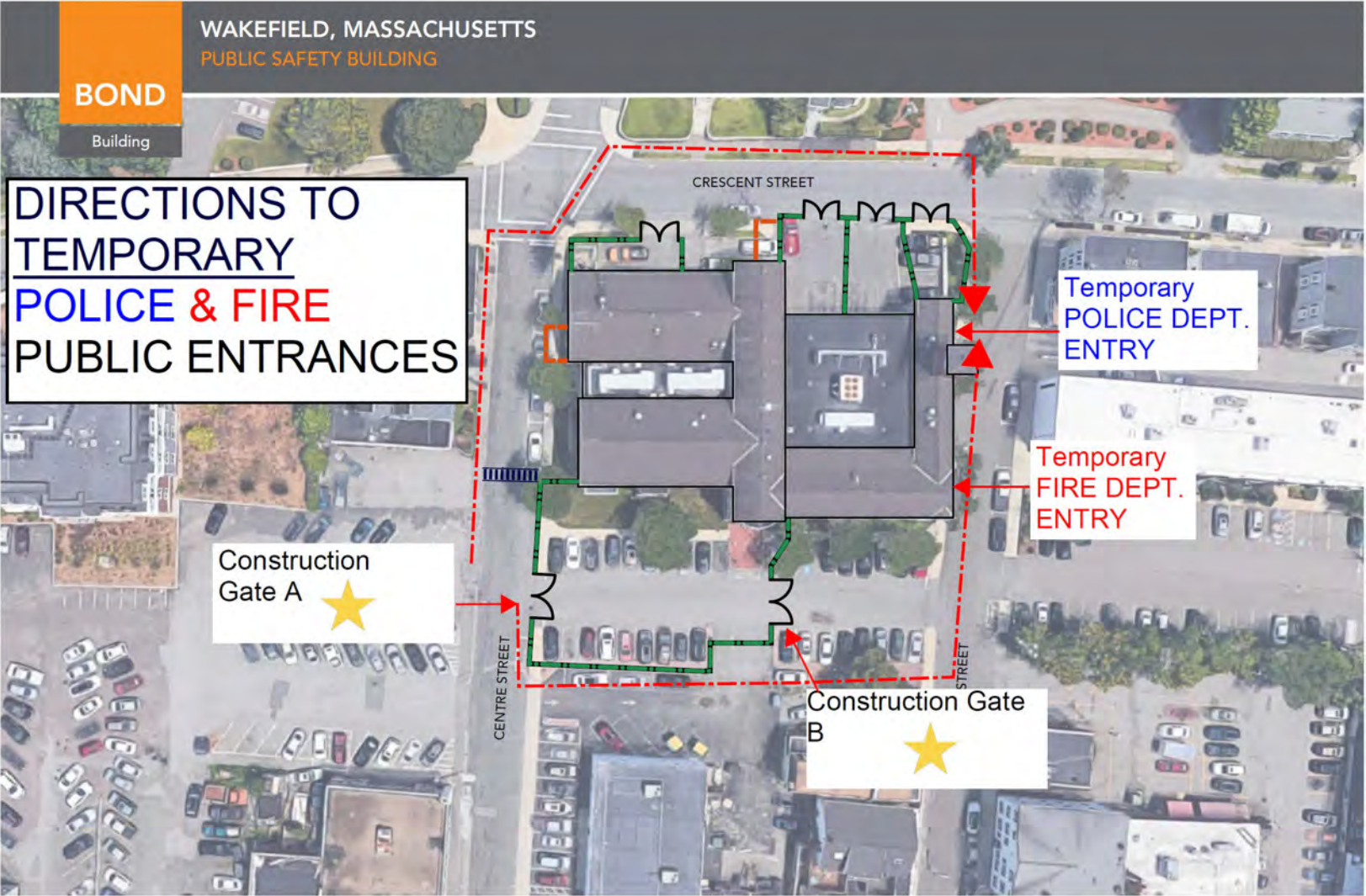
Based on Construction Schedule

Updated 03/24/22



2. Construction Update

Construction Fencing and Entrances



WAKEFIELD PUBLIC SAFETY | OPM REPORT

2. Construction Update Look-Ahead Schedule

BOND

Job #1-21-028

Wakefield Public Safety - TWO-WEEK LOOK AHEAD

	4/6/2022					4/13/2022					4/20/2022									
	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	
mobilze site																				
install site fencing	X																			
install scrim and signage		X	X																	
complete partition at hallwal separation to fire dept	X	X																		
start make safe of lighting and plumbing	X	X	X																	
start demo of records	X	X																		
remove and turn over FD plaque		X																		
start demo at interview 116 ceiling and walls		X	X																	
remove fixtures at public restrooms		X																		
cut and cap exterior sillcocks		X	X																	
scope plumbing inverts	X	X	X					X												
demo and remove flooring at records						X	X													
demo partitions and ceiling at fire prevention 124								X	X	X										
demo partitions and ceiling at corridor 2													X	X						
remove flooring at fire prevention														X	X					
remove flooring at lobby																X	X			
remove ceiling at vestibule																X	X			
EXTERIOR																				
demo existing bumpout at exterior (police band)						X	X	X												
abate flashing at exterior bumpout									X	X										
sawcut for drainage						X	X													
remove asphalt at sawcut for drainage								X	X											
remove subgrade and excavate at exterior bumpout										X			X	X						
demo and remove foundation at exterior bumpout															X	X	X			
remove pavers at entryway vestibule									X	X			X							
install temp walkway entry to building														X	X					
remove and salvage granite curbing per plans										X			X							
remove existing trees								X	X											