

WAKEFIELD PERMANENT BUILDING COMMITTEE	WAKEFIELD PUBLIC SAFETY MEETING MINUTES
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Date:	Thursday, June 16, 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. Nomination and Vote for Chair & Secretary of the Permanent Building Committee

Wayne Hardacker nominated Joe Bertrand to continue as Chair of the Permanent Building Committee, seconded by Jason Cohen. There were no other nominations and no objections. Motion carried.

Jason Cohen nominated Chip Tarbell to continue as Secretary of the Permanent Building Committee, seconded by Marc Moccio. There were no other nominations and no objections. Motion carried.

4. Administrative Items

A) Meeting Minutes

The meeting minutes of the 04/28/22 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

Eight (8) invoices in the total amount of \$659,342.18 for the Wakefield Public Safety Project were presented for review and approval.

- i) Leftfield LLC Invoice #19 dated 05/31/22 in the amount of \$18,500.00.
- ii) HKT Architects Invoice #16-022023 dated 05/10/22 in the amount of \$22,487.05 for basic services.
- iii) HKT Architects Invoice #16-022023 dated 05/10/22 in the amount of \$2,675.75 for Amendment #2.
- iv) HKT Architects Invoice #17-022023 dated 06/14/22 in the amount of \$23,425.27 for basic services.
- v) HKT Architects Invoice #17-022023 dated 06/14/22 in the amount of \$6,160.00 for Amendment #2.
- vi) Bond Building Application for Payment #5 dated 05/31/22 in the amount of \$582,055.61 for May 2022 Construction Activities.
- vii) Briggs Engineering Invoice #INV0221241 dated 05/28/22 in the amount of \$1,676.00 for Materials Testing & Inspections.

Chip Tarbell made a motion to approve Leftfield LLC Invoice #19 dated 05/31/22 in the amount of \$18,500.00.00 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 #16-022023 dated 5/10/22 in the amount of \$22,487.05 for basic services as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

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Chip Tarbell made a motion to approve HKT Architects Invoice #17-022023 dated 6/14/22 in the amount of \$6,160.75 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 #4 dated 04/30/22 in the amount of \$483,541.81 for April 2022 Construction Activities as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve Briggs Engineering Invoice #INV0221471 dated 05/28/22 in the amount of \$1,676.00 for Materials Testing & Inspections as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

C) Bond Change Order #4

Bond presented Change Order #4 to the PBC for review and approval. This change order total is \$5,085.00 consisting of (7) seven PCOs:

- PCO-003a Unbought Scope - Storefront - Blank Off Panels - \$0.00
- PCO-014 Delete Roof Top Chiller Pad - \$(8,184.00)
- PCO-018 Donnegan Systems - Allowance Drawdown - Seized Weapons Rm 106 - \$0.00
- PCO-018a Donnegan Systems - Allowance 05 Overrun for Weapon Storage - \$2,601.00
- PCO-021 T&M - Sawcut Grade Beams at Bump Out - \$8,150.00
- PCO-022 Hold 01 - CCD-01 Structural SOG - Slab Infill - \$0.00
- PCO-023 PR-004 - Carpet Change at Rm. 126 - Fire Chief Office - \$2,518.00

The cost of Bond Change Order #4 is \$5,085.00 and will be taken from the GMP Contingency. PCO-#004 has been reviewed and approved by Leftfield and HKT Architects.

Chip Tarbell made a motion to approve Change Order #4 consisting of (7) seven PCO for a total of \$5,085.00 as presented. The cost will be a GMP Contingency Drawdown. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

5. Budget Update

LS reviewed the current Total Project Budget which is included in the presentation attached to the meeting minutes. It was noted that the May commitments and expenditures were included in the Project Budget to indicate their impact on the budget. The Project has committed 94% of the Total Project Budget to date and has expended 19%. The remaining contingencies are as follows: Construction - \$270,566 and Owner - \$125,122 - for a total of \$395,688.

6. Dedication Plaque

LS continued by reviewing the draft mockup the of dedication plague for committee members to review and approve before the mockup is sent for fabrication. Items to review:

- Discussion/Considerations:
 - a. Size
 - b. Dedicated DATE, 2022 (smaller text than name of building)
 - c. Public Safety Building Committee vs. Wakefield Permanent Building Committee
 - d. Charles Tarbell, Secretary
 - e. Use of middle initials –all or non
 - f. Selectmen vs. Town Council
 - g. If Architect/Construction Manager/OPM listed,
 - h. HKT Architects Inc
 - i. Bond Building Construction, Inc. –Construction Manager
 - j. LeftField, LLC –Owner’s Project Manager

Middle initials should be added for Committee Members. Dedication date should be changed to 2023. LF will email the draft mockup to committee to review and provide any other comments or changes.

7. PBC/SBC Meeting Calendar

LF reviewed the PBC Meeting Calendar from now until June 2023.

Dates in red are additional PBC Meeting dates that are required to meet the Wakefield MHS Project Schedule and MSBA deadlines. Meeting dates may be changes or added during critical decision-making times in the project

8. Construction Update

Bond continued by presenting their construction update and three-week look ahead schedule, which can be found in the attached presentation. Installation of Micro-Piles. Installation of Fire Projection and plumbing rough are ongoing. Installation of mechanical duct work is ongoing. All Construction Updates 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.

9. Next Permanent Building Committee for the Public Safety Building was scheduled for July 14, 2022, at 7:00pm.

Town of Wakefield

PUBLIC SAFETY BUILDING

RENOVATION AND UPGRADE

**Permanent Building Committee Meeting
July 14, 2022**



AGENDA:

1. Administrative Actions

- Review of June 16, 2022 Permanent Building Committee Meeting Minutes
- Review of June 2022 Invoices
- Review of Construction Change Order No. 5
- Budget Update
- Dedication Plaque
- Meeting Calendar Update

2. Construction Update

- Construction Progress
- Look-Ahead Construction Schedule

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions Review of June 16, 2022 PBC Meeting Minutes



WAKEFIELD PERMANENT BUILDING COMMITTEE

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David Capaldo	Bond Building
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1. Joe Bertrand opened the Wakefield Public Safety portion of the meeting at approximately quorum was present.
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WAKEFIELD PUBLIC SAFETY MEETING

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WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Review of June 2022 Invoices

INVOICES					
Budget Category	Vendor	Invoice #	Date	Amount	Balance After Invoice
Owner Project Manager	LeftField	20	06/30/22	\$ 18,500.00	\$ 168,000.00
Total:	LeftField			\$ 18,500.00	\$ 186,500.00
Architect/Engineer: Basic Service	HKT Architects	18-022023	07/08/22	\$ 19,042.27	\$ 255,785.11
Architect/Engineer: Amendment #2	HKT Architects	18-022023	07/08/22	\$ 9,190.50	\$ 246,594.61
Total:	HKT Architects			\$ 28,232.77	\$ 246,594.61
Construction Costs	Bond Building	6	06/30/22	\$ 739,439.42	\$ 7,528,019.95
Total:	Bond Building			\$ 739,439.42	\$ 8,110,075.56
Materials Testing & Inspections	Briggs Engineering	INV0221471	06/25/22	\$ 3,264.00	\$ 25,059.75
Total:	Briggs Engineering			\$ 3,264.00	\$ 25,059.75
		TOTAL:		\$ 789,436.19	

1. Administrative Actions

Review of Bond Building Construction Change Order No. 5

The Contract is hereby changed by the following approved Potential Change Orders / Change Order Requests:

SOV-005 - Approved PCO's through June 2022

Item	Description	Amount
PCO-019	Allowance 07 Drawdown - Bullet Resistant Transaction Window & Package Passer	0.00
PCO-026	RFI-0050 Dispatch CMU Opening Support Requirement	4,133.00
PCO-030	ASI #008 - Additional Blocking for Furniture	1,421.00
PCO-034	RFI-0087 New Vestibule - Steel Elevation	0.00

Total This Change Order: \$5,554.00

Not valid until signed by the Owner, Architect and Contractor

The original Contract Value was.....	9,616,580.00
Sum of changes by prior Change Orders.....	67,720.00
The Contract Value prior to this Change Order was.....	9,684,300.00
The Contract Value will be changed by this Change Order in the amount of.....	5,554.00
The new Contract Value including this Change Order will be.....	9,689,854.00
The Contract duration will be changed by.....	0
The revised Substantial Completion date as of this Change Order is.....	04/05/23

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions Budget Update

Budget Committed: 94%

Budget Expended: 27%

Remaining Contingencies

Construction: \$265,012

Owner: \$115,932

Total: \$380,944

* Includes all June commitments and expenditures.

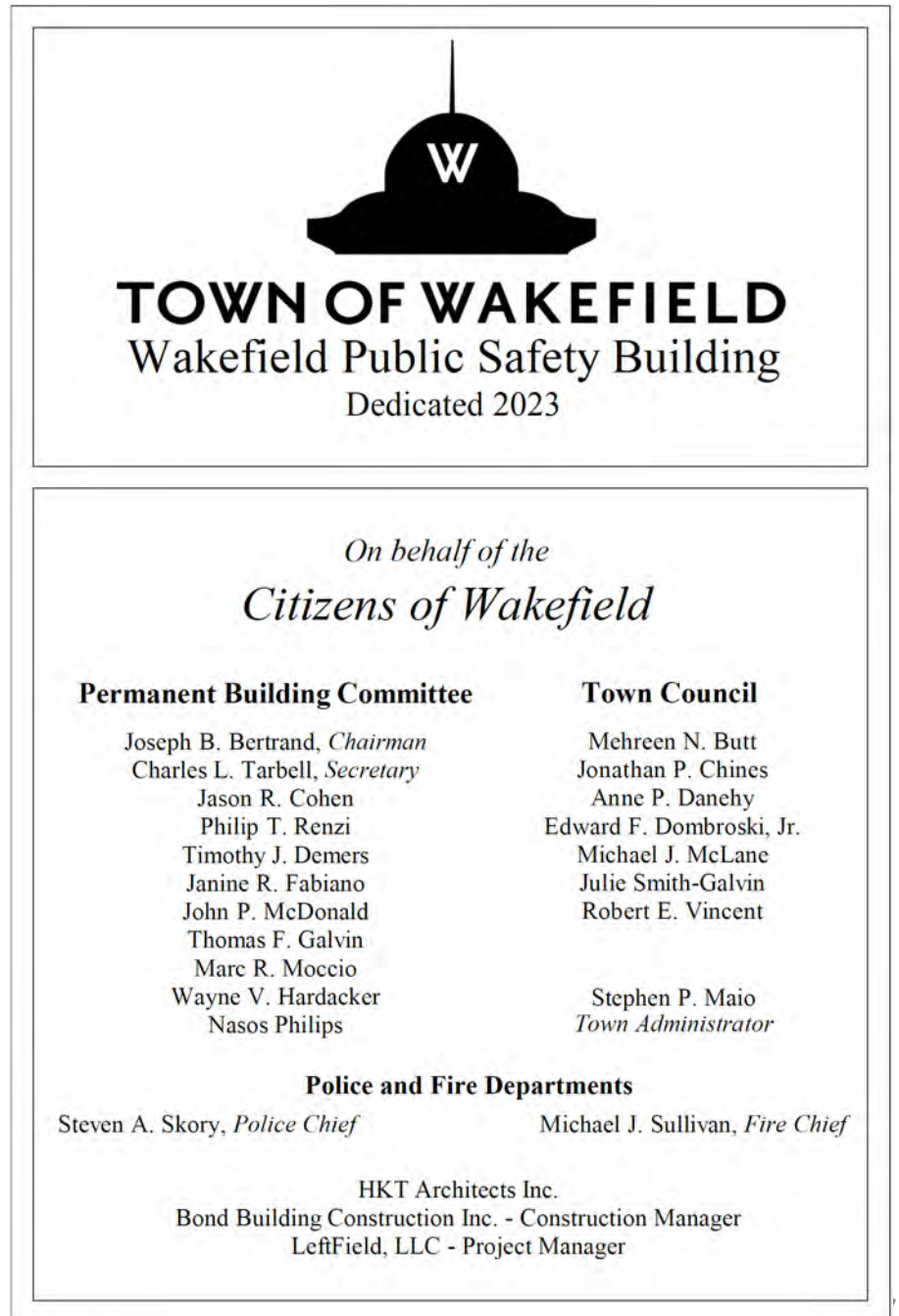
Description	Revised 11/24/2021	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend
ADMINISTRATION								
Legal Fees	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Owner's Project Manager	\$ 380,000	\$ -	\$ 380,000	\$ 380,000	100%	\$ 212,000	56%	\$ 168,000
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%	\$ 122,000	45%	\$ 148,000
Closeout	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	100%	\$ -	0%	\$ 20,000
Reimbursable & Other Services	\$ -	\$ 3,520	\$ 3,520	\$ 3,520	0%	\$ 3,520	100%	\$ -
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%	\$ 218,154	56%	\$ 195,366
ARCHITECTURE & ENGINEERING								
A/E Basic Services	\$ 753,399	\$ -	\$ 753,399	\$ 753,399	100%	\$ 537,277	71%	\$ 216,122
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%	\$ -
Construction Documents	\$ 186,181	\$ -	\$ 186,181	\$ 186,181	100%	\$ 178,811	96%	\$ 7,370
Bidding	\$ 43,690	\$ -	\$ 43,690	\$ 43,690	100%	\$ 43,690	100%	\$ -
Construction Administration	\$ 309,994	\$ -	\$ 309,994	\$ 309,994	100%	\$ 107,778	35%	\$ 202,216
Extra and Reimbursable Services	\$ 168,823	\$ 18,026	\$ 186,849	\$ 186,849	111%	\$ 120,081	64%	\$ 66,768
Other Reimbursable Costs	\$ 28,391	\$ -	\$ 28,391	\$ 21,855	77%	\$ 12,521	57%	\$ 15,870
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%	\$ 4,614	44%	\$ 5,886
Amendment 2 -	\$ -	\$ 18,026	\$ 18,026	\$ 18,026	100%	\$ 18,026	100%	\$ -
SUB-TOTAL	\$ 922,222	\$ 18,026	\$ 940,248	\$ 940,248	102%	\$ 657,359	70%	\$ 282,890
CONSTRUCTION COSTS								
Pre-Construction	\$ 99,493	\$ -	\$ 99,493	\$ 99,493	100%	\$ 71,127	71%	\$ 28,366
Construction	\$ 9,517,087	\$ 73,274	\$ 9,590,361	\$ 9,517,087	100%	\$ 2,090,707	22%	\$ 7,499,654
SUB-TOTAL	\$ 9,616,580	\$ 73,274	\$ 9,689,854	\$ 9,616,580	100%	\$ 2,161,834	22%	\$ 7,528,020
MISCELLANEOUS PROJECT COSTS								
Utility Company Fees	\$ 30,000	\$ -	\$ 30,000	\$ -	0%	\$ -	0%	\$ 30,000
Testing Services	\$ 30,000	\$ -	\$ 30,000	\$ -	0%	\$ 4,940	0%	\$ 25,060
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%	\$ 4,940	0%	\$ 125,194
FURNISHINGS & EQUIPMENT								
Furnishings & Equipment	\$ 309,050	\$ -	\$ 309,050	\$ 249,698	81%	\$ -	0%	\$ 309,050
Technology & Communications	\$ 236,250	\$ -	\$ 236,250	\$ 181,806	77%	\$ -	0%	\$ 236,250
SUB-TOTAL	\$ 545,300	\$ -	\$ 545,300	\$ 431,504	79%	\$ -	0%	\$ 545,300
CONTINGENCY								
Construction Contingency	\$ 338,286	\$ (73,274)	\$ 265,012	\$ -	0%	\$ -	0%	\$ 265,012
Owner's Contingency	\$ 137,478	\$ (21,546)	\$ 115,932	\$ -	0%	\$ -	0%	\$ 115,932
SUB-TOTAL	\$ 475,764	\$ (94,820)	\$ 380,944	\$ -	0%	\$ -	0%	\$ 380,944
TOTAL PROJECT BUDGET	\$ 12,100,000	\$ -	\$ 12,100,000	\$ 11,374,486	94%	\$ 3,042,287	27%	\$ 9,057,713

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Dedication Plaque

- Final Review of Plaque Text
- Official Town Logo Image Added
- Needed:
 - Size
 - Final Review of People Listed
 - Use of Italics?



1. Administrative Actions

Meeting Calendar

- Note Meeting date changes for July 2022
- Need to confirm need for July 28 PBC Meeting needed for Public Safety Building

2022 - 2023

PERMANENT BUILDING COMMITTEE MEETINGS

JUNE	16	JANUARY	12
JULY	14		
JULY	28		
AUGUST	11	FEBRUARY	9
	25		
SEPTEMBER	8	MARCH	9
	22?		
OCTOBER	6	APRIL	6
	20		
NOVEMBER	10	MAY	11
DECEMBER	8	JUNE	8

WAKEFIELD PUBLIC SAFETY | BOND REPORT

2. Construction Update *Construction Progress*



WAKEFIELD PUBLIC SAFETY | BOND REPORT

2. Construction Update

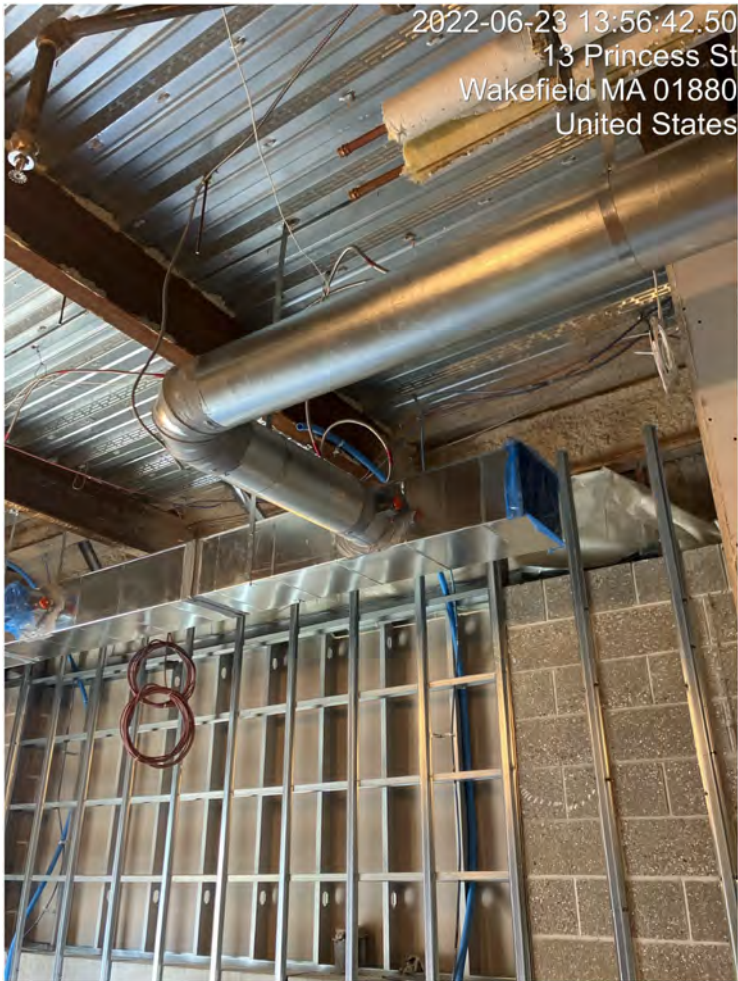
Construction Progress



WAKEFIELD PUBLIC SAFETY | BOND REPORT

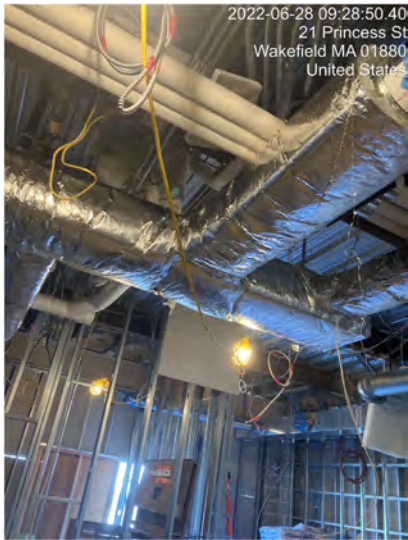
2. Construction Update

Construction Progress



WAKEFIELD PUBLIC SAFETY | BOND REPORT

2. Construction Update *Construction Progress*



2. Construction Update Look-Ahead Schedule

Completed
 Scheduled

BOND

WEEK BEGINNING: MONDAY 7/04/2022	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Interior	7/4	7/5	7/6	7/7	7/8	7/9	7/10	7/11	7/12	7/13	7/14	7/15	7/16	7/17	7/18	7/19	7/20	7/21	7/22	7/23	7/24	7/25	7/26	7/27	7/28	7/29	7/30	7/31
Plumber ties in water mains. Scheduled shut down.																												
Install Blocking/ Insulation/Sheetrock.																												
Install VAV's at new lobby																												
Frame exterior wall infill at new lobby.																												
Tape,Mud,Sand GWB	I																											
Re-locate fire protection inspector's test line.	N																											
Install masonry block infills new lobby	D																											
Painter installs primer and first coat of finish	E																											
ACT contractor on site to install ledger metals and ceiling grid	P																											
Sprinkler Contractor here week of Aug 1st to install FP	E																											
Millwork Sub mobilizes week of Aug 1st	N																											
Flooring subs mobilize week of Aug 8th	D																											
Plumbing /Electrical/Hvac finishes week of Aug 15th	E																											
Final paint and ACT ceiling flood week of Aug 22nd.	N																											
Exterior	C																											
Install fluid applied insulative coating paint to steel at vestibule	E																											
Install Roof blocking																												
Install Vestibule Roof and plumbing drain	D																											
Prep for slab on grade/curb at vestibule	A																											
Place slab on grade/curb at vestibule	Y																											
Apply waterprool/dampproofing to concrete at vestibule																												
Misc metals welds angles for storefronts																												
Frame interior of vestibule/ build soffits exterior week of 7/25																												
Add masonry to exterior wall infill week of 8/1.																												
Add masonry to vestibule concrete.week of 8/1																												
Backfill drainage/install stone for foundation.																												
Install rebar for mat slab at new addition																												
Place mat slab at new addition.																												
Install rebar for grade beam along grid line B at new addition																												
Place concrete at grade beams.																												
Grout leveling plates																												
Install waterproofing/dampproofing at new addition foundation.																												
Brennan to survey anchor bolts																												
Derenzo back fill new addition foundation																												
Capone mobilize back to site to install steel at new addition.																												
Derenzo to dig 2nd test pit at sally ports to expose existing duct bank																												

Town of Wakefield

PUBLIC SAFETY BUILDING

RENOVATION AND UPGRADE

**Permanent Building Committee Meeting
June 16, 2022**



AGENDA:

1. Administrative Actions

- Review of April 28, 2022 Permanent Building Committee Meeting Minutes
- Review of May 2022 Invoices
- Review of Construction Change Order No. 4
- Budget Update
- Dedication Plaque
- Meeting Calendar

2. Construction Update

- Construction Progress
- Look-Ahead Construction Schedule

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions Review of April 28, 2022 PBC Meeting Minutes



WAKEFIELD PERMANENT BUILDING COMMITTEE	WAKEFIELD PUBLIC SAFETY MEETING MINUTES
Date:	Thursday, April 28, 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	✓
Phillip 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 04/07/22 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

Two (2) invoices in the total amount of \$498,561.81 for the Wakefield Public Safety Project were presented for review and approval.

- Leftfield LLC Invoice #18 dated 04/30/22 in the amount of \$18,500.00.
- Bond Building Application for Payment #4 dated 04/30/22 in the amount of \$483,541.81 for April 2022 Construction Activities.

Chip Tarbell made a motion to approve Leftfield LLC Invoice #18 dated 04/30/22 in the amount of \$18,500.00 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 #4 dated 04/30/22 in the amount of \$483,541.81 for April 2022 Construction Activities as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

C) Bond Change Order #3

Bond presented Change Order #3 to the PBC for review and approval. This change order total is \$7,568.00 consisting of (7) seven PCOs:

- PCO-002 Buyout Savings / Overrun Reconciliation - \$0.00
- PCO-004 Unbought Scope - Building Signage - \$0.00
- PCO-007- (Credit) Delete Fire Extinguisher Cabinets - \$2,139.00
- PCO-009 PR 003 - Floor Changes at Dispatch - \$3,723.00
- PCO-010 Abatement - Scope of Work - \$0.00
- PCO-011 ASI-001 - Brace Frame Reconfiguration - \$3,042.00
- PCO-017 Removal of Asphalt at Existing Entryway - \$2,942.00

The cost of Bond Change Order #3 is \$7,586.00 and will be taken from the GMP Contingency. PCO-#003 has been reviewed and approved by Leftfield and HKT Architects.

Chip Tarbell made a motion to approve Change Order #3 consisting of (7) seven PCO for a total of \$7,568.00 as presented. The cost will be a GMP Contingency Drawdown. 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 update. AK reviewed three (3) proposals for FF&E and technology items.

- Environments at Work – Office Furniture for \$149,437.82
- AllComm – Dispatch Equipment for \$163,733.00
- AllComm – IP Radios for \$18,073.08

AK stated all items have been reviewed with the Police Department and the Town IT department very carefully and that he was comfortable confirming that this finalizes FF&E procurement. This was also confirmed by the Wakefield Police Department. AK stated that the overages in the technology budget line items for paid by savings in the FF&E budget line item.

Chip Tarbell made a motion to approve purchasing Office Furniture from Environments at Work for \$149,437.82, as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve purchasing Dispatch Equipment from AllComm for \$163,733.00, as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve purchasing Dispatch Equipment from AllComm for \$18,073.08, as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

5. Budget Update

LS reviewed the current Total Project Budget which is included in the presentation attached to the meeting minutes. It was noted that the April invoices and FF&E/Technology procurement were included in the Project Budget to indicate their impact on the budget. The Project has committed 90% of the Total Project Budget to date and has expended 15%. The remaining contingencies are as follows: Construction - \$275,651 and Owner - \$133,958 - for a total of \$409,609.

6. Construction Update

Bond continued by presenting their construction update and three-week look ahead schedule, which can be found in the attached presentation. Interior/exterior abatement and demolition work is ongoing and following all relevant legal and regulatory requirements. Trenching for underground plumbing is underway and enabling work for the new addition is also underway. All Construction Updates 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.

7. Next Permanent Building Committee for the Public Safety Building was scheduled for May 12, 2022, at 7:00pm.

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Review of May 2022 Invoices

INVOICES					
Budget Category	Vendor	Invoice #	Date	Amount	Balance After Invoice
Owner Project Manager	LeftField	19	05/31/22	\$ 18,500.00	\$ 186,500.00
Total:	LeftField			\$ 18,500.00	\$ 186,500.00
Architect/Engineer: Basic Service	HKT Architects	16-022023	05/10/22	\$ 22,487.05	\$ 307,088.40
Architect/Engineer: Amendment #2	HKT Architects	16-022023	05/10/22	\$ 2,675.75	\$ 304,412.65
Architect/Engineer: Basic Service	HKT Architects	17-022023	06/14/22	\$ 23,425.27	\$ 280,987.38
Architect/Engineer: Amendment #2	HKT Architects	17-022023	06/14/22	\$ 6,160.00	\$ 274,827.38
Architect/Engineer: Additional Services	HKT Architects	10-022023.1	05/10/22	\$ 2,362.25	\$ 73,303.83
Total:	HKT Architects			\$ 57,110.32	\$ 348,131.21
Construction Costs	Bond Building	5	05/31/22	\$ 582,055.61	\$ 8,249,252.37
Total:	Bond Building			\$ 582,055.61	\$ 8,249,252.37
Materials Testing & Inspections	Briggs Engineering	INV0221241	05/28/22	\$ 1,676.25	\$ 28,323.75
Total:	Briggs Engineering			\$ 1,676.25	\$ 28,323.75
		TOTAL:		\$ 659,342.18	

1. Administrative Actions

Review of Bond Building Construction Change Order No. 4

The Contract is hereby changed by the following approved Potential Change Orders / Change Order Requests:

SOV-004 - Approved PCO's through May 2022

Item	Description	Amount
PCO-003a	Unbought Scope - Storefront - Blank Off Panels	0.00
PCO-014	Delete Roof Top Chiller Pad	-8,184.00
PCO-018	Donnegan Systems - Allowance Drawdown - Seized Weapons Rm 106	0.00
PCO-018a	Donnegan Systems - Allowance 05 Overrun for Weapon Storage	2,601.00
PCO-021	T&M - Sawcut Grade Beams at Bump Out	8,150.00
PCO-022	Hold 01 - CCD-01 Structural SOG - Slab Infill	0.00
PCO-023	PR-004 - Carpet Change at Rm. 126 - Fire Chief Office	2,518.00

**Note: CCD-01 impacted schedule for phase 2A by 15 working days. (as evidenced in the project schedule update dated 5/25/22)
BOND will make every effort to recover this time, but it is mutually agreed that any time not recovered will result in a future extension to the Date of Substantial Completion of no greater than 15 days.

Total This Change Order: \$5,085.00

Not valid until signed by the Owner, Architect and Contractor

The original Contract Value was.....	9,616,580.00
Sum of changes by prior Change Orders.....	62,635.00
The Contract Value prior to this Change Order was.....	9,679,215.00
The Contract Value will be changed by this Change Order in the amount of.....	5,085.00
The new Contract Value including this Change Order will be.....	9,684,300.00
The Contract duration will be changed by.....	0 Days**
The revised Substantial Completion date as of this Change Order is.....	04/20/22

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions *Budget Update*

Budget Committed: 94%

Budget Expended: 19%

Remaining Contingencies

Construction: \$270,566

Owner: \$125,122

Total: \$395,688

* Includes all May commitments and expenditures.

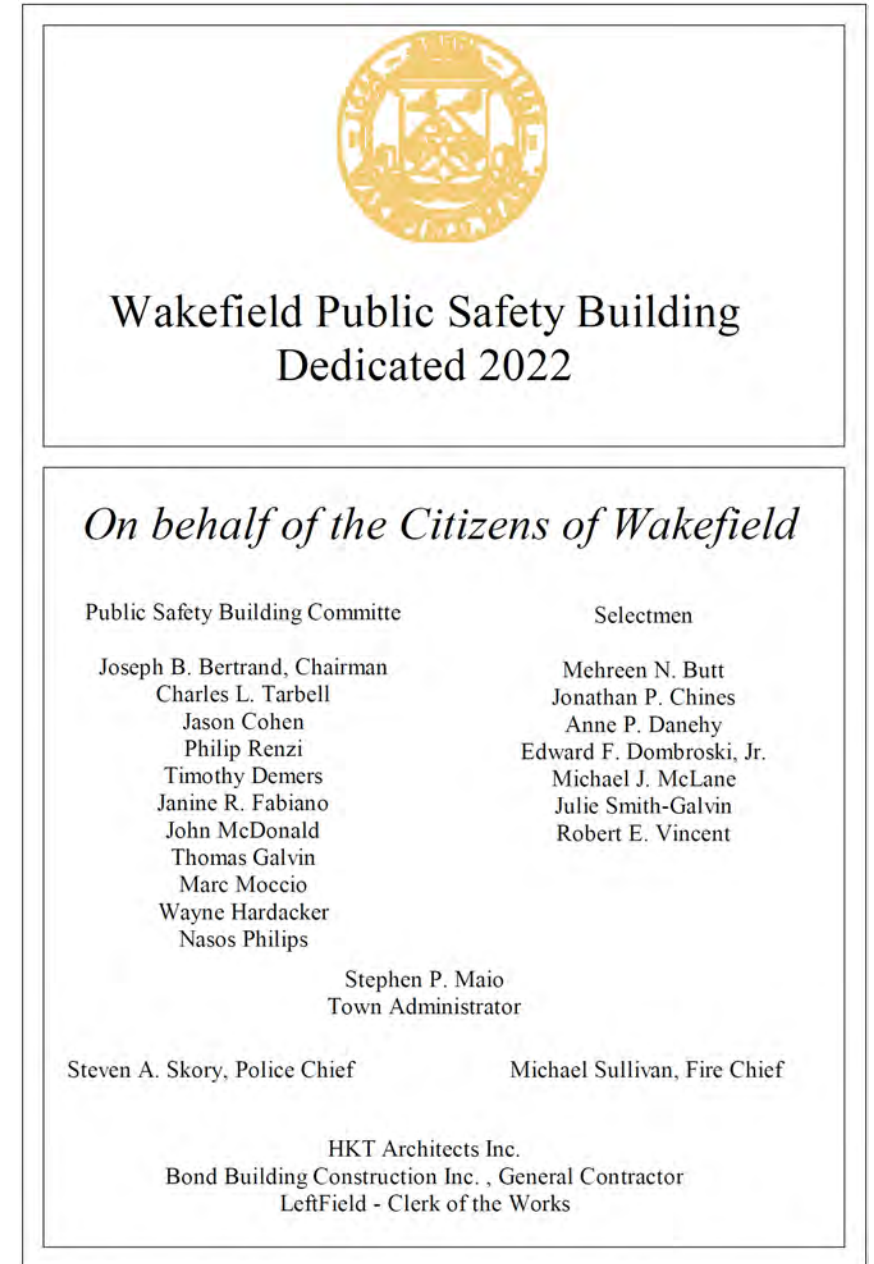
Description	Revised 11/24/2021	Authorized Changes	Revised Total Budget	Total Committed	% Cmtd to Date	Actual Spent to Date	% Spent to Date	Balance To Spend
ADMINISTRATION								
Legal Fees	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Owner's Project Manager	\$ 380,000	\$ -	\$ 380,000	\$ 380,000	100%	\$ 148,500	39%	\$ 231,500
Schematic Design	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	100%	\$ -	0%	\$ 20,000
Design Development	\$ 30,000	\$ -	\$ 30,000	\$ 30,000	100%	\$ 5,000	17%	\$ 25,000
Construction Documents	\$ 40,000	\$ -	\$ 40,000	\$ 40,000	100%	\$ 40,000	100%	\$ -
Bidding/Construction Administration	\$ 270,000	\$ -	\$ 270,000	\$ 270,000	100%	\$ 103,500	38%	\$ 166,500
Closeout	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	100%	\$ -	0%	\$ 20,000
Reimbursable & Other Services	\$ -	\$ 3,520	\$ 3,520	\$ 3,520	0%	\$ 3,520	100%	\$ -
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%	\$ 154,654	40%	\$ 258,866
ARCHITECTURE & ENGINEERING								
A/E Basic Services	\$ 753,399	\$ -	\$ 753,399	\$ 753,399	100%	\$ 518,235	69%	\$ 235,164
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%	\$ -
Construction Documents	\$ 186,181	\$ -	\$ 186,181	\$ 186,181	100%	\$ 178,811	96%	\$ 7,370
Bidding	\$ 43,690	\$ -	\$ 43,690	\$ 43,690	100%	\$ 43,690	100%	\$ -
Construction Administration	\$ 309,994	\$ -	\$ 309,994	\$ 309,994	100%	\$ 88,736	29%	\$ 221,258
Extra and Reimbursable Services	\$ 168,823	\$ 8,836	\$ 177,659	\$ 177,659	105%	\$ 110,891	62%	\$ 66,768
Other Reimbursable Costs	\$ 28,391	\$ -	\$ 28,391	\$ 21,855	77%	\$ 12,521	57%	\$ 15,870
HazMat Engineering & Monitoring	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	100%	\$ 4,000	80%	\$ 1,000
Geotechnical & Geo-environmental	\$ 18,186	\$ 8,836	\$ 27,022	\$ 27,022	100%	\$ 27,022	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%	\$ 4,614	44%	\$ 5,886
SUB-TOTAL	\$ 922,222	\$ 8,836	\$ 931,058	\$ 931,058	101%	\$ 629,126	68%	\$ 301,932
CONSTRUCTION COSTS								
Pre-Construction	\$ 99,493	\$ -	\$ 99,493	\$ 99,493	100%	\$ 71,127	71%	\$ 28,366
Construction	\$ 9,517,087	\$ 67,720	\$ 9,584,807	\$ 9,517,087	100%	\$ 1,351,268	14%	\$ 8,233,539
SUB-TOTAL	\$ 9,616,580	\$ 67,720	\$ 9,684,300	\$ 9,616,580	100%	\$ 1,422,394	15%	\$ 8,261,906
MISCELLANEOUS PROJECT COSTS								
Utility Company Fees	\$ 30,000	\$ -	\$ 30,000	\$ -	0%	\$ -	0%	\$ 30,000
Testing Services	\$ 30,000	\$ -	\$ 30,000	\$ -	0%	\$ 1,676	0%	\$ 28,324
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%	\$ 1,676	0%	\$ 128,458
FURNISHINGS & EQUIPMENT								
Furnishings & Equipment	\$ 309,050	\$ -	\$ 309,050	\$ 249,698	81%	\$ -	0%	\$ 309,050
Technology & Communications	\$ 236,250	\$ -	\$ 236,250	\$ 181,806	77%	\$ -	0%	\$ 236,250
SUB-TOTAL	\$ 545,300	\$ -	\$ 545,300	\$ 431,504	79%	\$ -	0%	\$ 545,300
CONTINGENCY								
Construction Contingency	\$ 338,286	\$ (67,720)	\$ 270,566	\$ -	0%	\$ -	0%	\$ 270,566
Owner's Contingency	\$ 137,478	\$ (12,356)	\$ 125,122	\$ -	0%	\$ -	0%	\$ 125,122
SUB-TOTAL	\$ 475,764	\$ (80,076)	\$ 395,688	\$ -	0%	\$ -	0%	\$ 395,688
TOTAL PROJECT BUDGET	\$ 12,100,000	\$ -	\$ 12,100,000	\$ 11,365,296	94%	\$ 2,207,851	19%	\$ 9,892,149
FUNDING SOURCES								
June 2020 Town Meeting	\$ 9,600,000							
November 2021 Town Meeting	\$ 2,500,000							
DPW HVAC Supplement	\$ 54,063							
TOTAL PROJECT FUNDING	\$ 12,154,063			\$ 11,365,296				\$ 788,767
BUDGET VARIANCE	\$ 54,063							

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Dedication Plaque

- Review of Plaque Text
- Official Town Logo Image
- Discussion/Considerations:
 - Size
 - Dedicated DATE, 2022 (smaller text than name of building)
 - Public Safety Building Committee vs. Wakefield Permanent Building Committee
 - Charles Tarbell, Secretary
 - Use of middle initials –all or non
 - Selectmen vs. Town Council
 - If Architect/Construction Manager/OPM listed,
 - Bond Building Construction, Inc. – Construction Manager
 - LeftField, LLC – Owner's Project Manager



PERMANENT BUILDING COMMITTEE MEETINGS

1. Administrative Actions

Meeting Calendar

- Dates in red are additional PBC Meeting dates that are required to meet the Wakefield MHS Project Schedule and MSBA deadlines
- Meeting dates may be changes or added during critical decision-making times in the project

JUNE JULY JULY	16 7 21	JANUARY	12
AUGUST	11 25	FEBRUARY	9
SEPTEMBER	8 22	MARCH	9
OCTOBER	6 20	APRIL	6
NOVEMBER	10	MAY	11
DECEMBER	8	JUNE	8

WAKEFIELD PUBLIC SAFETY | BOND REPORT

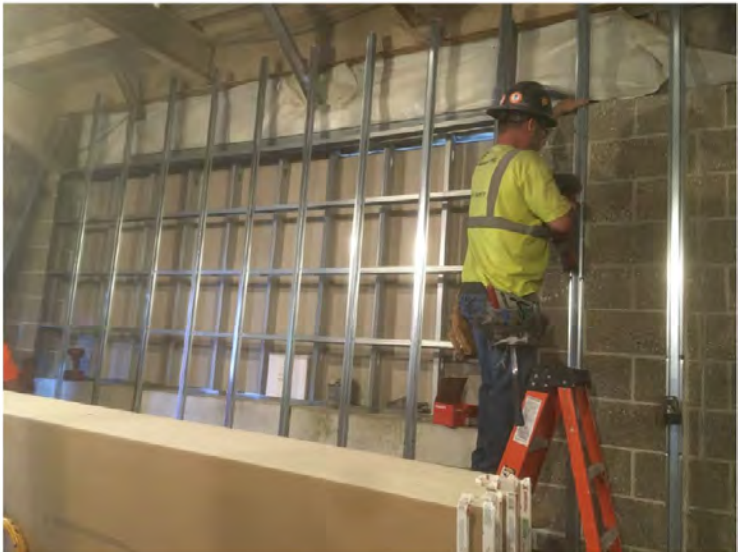
2. Construction Update *Construction Progress*



Micro-piles with yellow rebar caps



Concrete forms removed from vestibule slab



Installing metal wall studs in old lobby vestibule (new records room)



Transaction window, door, and soffit framed in dispatch room



Vestibule steel complete

2. Construction Update *Look-Ahead Schedule*

WEEK BEGINNING: MONDAY 5/23/2022	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S
Interior	5/30	5/31	6/1	6/2	6/3	6/4	6/5	6/6	6/7	6/8	6/9	6/10	6/11	6/12	6/13	6/14	6/15	6/16	6/17	6/18	6/19	6/20	6/21	6/22	6/23	6/24	6/25	6/26
Prep for infill at old entry lobby																												
Place infill at old entry lobby																												
Place plumbing infills																												
Layout and snap lines for interior framing																												
Frame partition walls at new lobby and garage																												
Frame old entryway to receive masonry																												
Electrician on site installing outlet and switch boxes, wiring																												
Fire Protection cut and cap existing Fire Protection in garage																												
Fire Protection install in new lobby/garage																												
Plumber on site to install rough																												
HVAC sub onsite to install duct in new lobby																												
MEP Inspections																												
Install Insulation/Sheetrock June 27th																												
Exterior																												
Prep mat slab for vestibule																												
Place concrete mat at vestibule																												
Grout leveling plates																												
Set steel at vestibule																												
Install Roof drain and curb blocking																												
Install Vestibule Roof																												
Prep for slab on grade/curb at vestibule.																												
Place slab on grade/curb at vestibule.																												
Install Storefronts June 27th																												
Installed 12 micro piles at new addition																												
Installing micro piles at new addition																												
Derenzo back fill piles at new addition																												
Derenzo excavate trenches for plumbing at new addition																												
Araujo install underground plumbing at new addition																												
Plumbing inspection of underground																												
Derenzo back fill underground plumbing																												