

WAKEFIELD PERMANENT BUILDING COMMITTEE WAKEFIELD PUBLIC SAFETY MEETING MINUTES	WAKEFIELD PERMANENT BUILDING COMMITTEE	WAKEFIELD PUBLIC SAFETY MEETING MINUTES
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Date:	Thursday, May 11, 2023
Location:	Virtual "Zoom" Meeting
Time:	7:00pm
Prepared BY:	Timothy Baker – LeftField PM

Name		Present
Joseph B. Bertrand	Chair, Permanent Building Committee	✓
Charles L. Tarbell	Permanent Building Committee	×
Jason Cohen	Permanent Building Committee	✓
John McDonald	Permanent Building Committee	✓
Tom Galvin	Permanent Building Committee	✓
Marc Moccio	Permanent Building Committee	×
Philip Renzi	Permanent Building Committee	✓
Wayne Hardacker	Permanent Building Committee	✓
Erin Demerjian	Permanent Building Committee	✓
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	Director of Public Works	*
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	✓
Jonathan Rossini	Bond Building	✓

1. Public Participation

There was no public participation.

2. Administrative Items

JB introduced Erin Demerjian to members of the Permanent Building Committee.

A) Meeting Minutes

The meeting minutes of the 04/13/23 Permanent Building Committee: Wakefield Public Safety Meeting were presented for review.



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

B) Invoices

Seven (7) invoices in the total amount of \$329,198.47 for the Wakefield Public Safety Project were presented for review and approval.

- i) LeftField LLC Invoice #30 dated 04/30/23 in the amount of \$5,000.00 for OPM Services.
- ii) LeftField LLC Invoice #30 dated 04/30/23 in the amount of \$4,320.00 for Commissioning Services.
- iii) HKT Architects Invoice #28-022023 dated 05/09/23 in the amount of \$20,342.02 for Designer Services.
- iv) Bond Building Application for Payment #16 dated 03/31/23 in the amount of \$298,831.59 for April 2023 Construction Activities.
- v) K Security Systems Invoice #18318 dated 04/08/23 in the amount of \$290.00 for Temporary System(s) Shutdown.
- vi) K Security Systems Invoice #18331 dated 04/08/23 in the amount of \$290.00 for Temporary System(s) Shutdown.
- vii) Environments at Work Invoice #S2510108 dated 05/05/23 in the amount of \$124.86 for FF&E.

Jason Cohen made a motion to approve LeftField LLC Invoice #30 dated 04/30/23 in the amount of \$5,000.00 for OPM Services.as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

Jason Cohen made a motion to approve LeftField LLC #30 dated 04/30/23 in the amount of \$4,320.00 Commissioning Services. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

Jason Cohen made a motion to approve HKT Architects Invoice #28-022023 dated 05/09/23 in the amount of \$20,342.02 for Designer Services. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

Jason Cohen made a motion to approve Bond Building Application for Payment #16 dated 03/31/23 in the amount of \$298,831.59 for April 2023 Construction Activities. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

Jason Cohen made a motion to K Security Systems Invoice #18318 dated 04/08/23 in the amount of \$290.00 for Temporary System(s) Shutdown presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

Jason Cohen made a motion to K Security Systems Invoice #18331 dated 04/08/23 in the amount of \$290.00 for Temporary System(s) Shutdown presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.



Jason Cohen made a motion to approve Environments at Work Invoice #S2510108 dated 05/05/23 in the amount of \$124.86 for Other Project Costs as presented. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

Bond Change Order #15

Bond presented Change Order #15 to the PBC for review and approval. This change order total is \$64,937.00 consisting of (17) seventeen PCOs:

<u>ltem</u>	Description	<u>Amount</u>
PCO-064	Fire Protection - RFI's 081, 081R1, 188 & Temporary HV-1	0.00
PCO-065e	Hold 06 - Floor Prep - Miscellaneous Changes	0.00
PCO-100	Window Jamb Insulation for Sealant	0.00
PCO-102	Sallyport Additional CMU Work	0.00
PCO-109a	ASI 018 - Evidence Process - Stainless Counter Modifications	1,664.00
PCO-118a	RFI 195 - RTU-1 & RTU-2 - Roofing Changes for Structural Supports	20,282.00
PCO-119	RFI 194 - Level 1 Fire Alarm - AHJ Requests	2,357.00
PCO-122	CCD-08 - Police Department Requested Hardware Revisions	8,442.00
<u>Item</u>	Description	<u>Amount</u>
PCO-122a	Lock Changes at Auto Operator Doors & Integration	5,215.00
PCO-124	Wire & Install VFD's for Exhaust Fans at Fan Room	0.00
PCO-125	Low Voltage Wiring for Interior Door Operators	0.00
PCO-128	RFI 187 - Men's Locker Room - Existing Duct Conditions	-4,399.00
PCO-131	Women's Locker Room - Locker Modifications	8,595.00
PCO-133	Detectives 221 - Rework Electrical for Furniture Workstations	0.00
PCO-134	Corridor 210D - Relocate Receptacles to Counter Height for Shelving	0.00

Total This Change Order: \$42,156.00

The cost of Bond Change Order #15 \$42,156.00 and will be taken from the GMP Contingency. CO-#015 has been reviewed and approved by Leftfield and HKT Architects. All PCO's have previously been approved.

Chip Tarbell made a motion to approve Change Order #15 to the PBC for review and approval. This change order total is \$64,937.00 consisting of (15) Fifteen PCOs as presented. The cost will be a GMP Contingency Drawdown. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

3. Budget Update

LF 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 99% of the Total Project Budget to date and has expended 89%. The remaining contingencies are as follows: Construction - \$0 and Owner - \$18,151 - for a total of \$18,151. The total remaining balance of the GMP Contingency is \$204,029.

• Includes all April commitments and expenditures.



- Moved \$42,156 from Owner's Contingency to Construction to fund CO 15
- LF continued by further reviewing pending expenditures against the Construction and Owner Contingencies. Change Orders #1-15 have already incorporated into the values below.

Remaining Owner's Contingencies

 Construction:
 \$ 0

 Owner:
 \$ 18,151

 Total:
 \$ 18,151

 Pending:
 -\$ 0

 Estimated Pending:
 -\$ 13,500

 Remaining Total:
 \$ 4,651

GMP Contingency

Original GMP Contingency \$ 365,235 Approved Use: -\$161,206

Total: \$ 204,145

Pending & Submitted: -\$ 18,356 Estimated Pending: -\$ 182,142 Remaining Total: \$ 3,531

Change Orders #1-15 already incorporated total \$490,775.

4. PBC/SBC Meeting Calendar

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

- Next PBC Meeting for the Public Safety Building is June 15, 2023.
- Town Departments Tour May 23rd at 5:30pm

5. <u>Construction Update</u>

The vast majority of remaining construction scope to be completed will finish by the end of next week with the exceptions of Roof Scanning and delivery/installation of the delayed door hardware, which is expected to complete by the end of the month. Punchlist 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.

6. Next Permanent Building Committee for the Public Safety Building was scheduled for June 15, 2023, at 7:00pm.

Attachments:

• Leftfield Presentation 05/11/23





AGENDA:

1. Administrative Actions

- Review of April 13, 2023 Permanent Building Committee Meeting Minutes
- Review of April 2023 Invoices
- Review of Construction Change Order No. 15
- Budget Update

2. Construction Update

- Construction Progress
- Remaining Work to Complete
- Look-Ahead Construction Schedule



1. Administrative Actions

Review of April 13, 2023 PBC Meeting Minutes









WAKEFIELD PERMANENT BUILDING COMMITTEE

Date:	Thursday, April 13, 2023
Location:	Virtual "Zoom" Meeting
Time:	7:00pm
Prepared BY:	Timothy Baker - LeftField PM

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Name	
Joseph B. Bertrand	Chair, Permanent Building Co
Charles L. Tarbell	Permanent Building Committe
Jason Cohen	Permanent Building Committe
John McDonald	Permanent Building Committe
Tom Galvin	Permanent Building Committe
Marc Moccio	Permanent Building Committee
Philip Renzi	Permanent Building Committe
Wayne Hardacker	Permanent Building Committe
Richard Conway	Permanent Building Committe
Steven Skory	Chief, Wakefield Police Depar
Craig Calabrese	Deputy Chief, Wakefield Police
Scott Reboulet	Wakefield Police Department
Rick Dinanno	Wakefield Police Department
Michael Sullivan	Chief, Wakefield Fire Departm
Tom Purcell	Deputy Chief, Wakefield Fire
Joe Conway	Director of Public Works
Lynn Stapleton	Leftfield Project Managemen
Adam Keane	Leftfield Project Managemen
Timothy Baker	Leftfield Project Managemen
Jim Rogers	Leftfield Project Managemen
Janet Slemenda	HKT Architects

1. Public Participation

Scott Woodward

Jonathan Rossini

David Capaldo

There was no public participation.

2. Administrative Items

The meeting minutes of the 03/15/23 Permana Meeting were presented for review.

HKT Architects

Bond Building

Bond Building

Chip Tarbell made a motion to approve the Wakefi Seconded by Tom Galvin. Motion was approved un

Invoices

Seven (7) invoices in the total amount of \$496,347 presented for review and approval.

- i) LeftField LLC Invoice #29 dated 03/31/23 in
- ii) LeftField LLC Invoice #29 dated 03/31/23 ii Services.
- iii) HKT Architects Invoice #27-022023 dated (Designer Services.
- iv) Bond Building Application for Payment #15 for March 2023 Construction Activities.
- v) Environments at Work Invoice #41601 date vi) K Security Systems Invoice #17979 dated 0
- System(s) Shutdown.
- vii) K Security Systems Invoice #17979 dated 0 System(s) Shutdown.

Chip Tarbell made a motion to approve LeftField LL \$18,500.00 for OPM Services.as presented. Second was approved unanimously.

Chip Tarbell made a motion to approve LeftField LL \$1,080.00 Commissioning Services. Seconded by To approved unanimously.

Chip Tarbell made a motion to approve HKT Archite amount of \$15,906.89 for Designer Services. Secon was approved unanimously.

Chip Tarbell made a motion to approve Bond Build. in the amount of \$467,371.96 for March 2023 Cons roll call vote, the motion was approved unanimous

Chip Tarbell made a motion to approve Environment of \$1,409.00 for FF&E as presented. Seconded by T approved unanimously.

Chip Tarbell made a motion to K Security Systems I \$270.00 for Temporary System(s) Shutdown preser the motion was approved unanimously.

Chip Tarbell made a motion to K Security Systems #179. for Temporary System(s) Shutdown presented. Seconde motion was approved unanimously.

C) Bond Change Order #14

Bond presented Change Order #14 to the PBC for revie \$64,937.00 consisting of (17) seventeen PCOs:

Item Description Amount

PCO-051	Contingency Draw - Premium Time for Satu
PCO-075b	Allowance 03 - Existing GWB Patching
PCO-076	ASI 013 - RFI 150 - Addition Roof Drainage I
PCO-095	RFI 172 - Phase 2B Roll Call - Plumbing Exist
PCO-098	RFI 179 - Lunch Room 107 Existing Gas Mal
PCO-109	RFI 180 - Evidence Process 107 - Existing Co
PCO-112	Roll Call & Lunch Room - Existing Electrical
PCO-113	Griffin Electric Premium Time for Work - Fe
PCO-114	Sallyport Door Motors - Revised Wiring for
PCO-115	RFI 186 & 191 - Patrol Storage 210A &
	Detective Interview 212 Duct Modifications
PCO-118	RTU-1 & RTU-2 - Structure Curb Supports
PCO-120	RFI 189 - Women's Locker Room 104 - Exha
PCO-121	RFI 174 - Sallyport Storage Rooms - HVAC N
PCO-127	Auxiliary Outputs for Dispatch Workstation
PCO-123	RFI 197 - Additional Lockers 108 - Flooring
PCO-126	Builders Risk Policy Extension for Extended
PCO-129	Boiler Room - Capping Existing Louvers

The cost of Bond Change Order #14 is \$64,937.00 and v #013 has been reviewed and approved by Leftfield and been approved.

Chip Tarbell made a motion to approve Change Order # change order total is \$64,937.00 consisting of (17) Seve GMP Contingency Drawdown. Seconded by Tom Galvin. unanimously.

D) Review of Potential Change Order (PCO) No. 76

- Araujo Brothers Plumbing COR 603R1 ASI 013R1 Rework - Credit Portion of Work for Original Routin
- 002 Araujo Brothers Plumbing COR 605 ASI 013R Routing - Revised to Run South Along Third Floor Co Connection at Level 1 - T&M dated 10/27/2022.11/ 11/07/2022 - \$35,928.00

- 003 Bond Building Construction, Inc. 5 • 004 Bond Building Construction, Inc. - 1.
- 005 Bond Building Construction, Inc. 0.

Chip Tarbell made a motion to approve Propo \$34,063.00 as presented. Seconded by Tom (unanimously. PCO #75 will be included in Cha

Budget Update

LF reviewed the current Total Project Budget whi meeting minutes. It was noted that the May com Project Budget to indicate their impact on the bu Project Budget to date and has expended 87%. TI - \$0 and Owner - \$60,307 - for a total of \$60,307. \$236,145.

- · Includes all March commitments and
- Moved \$25,000 from Other Administ
- Moved \$29,741.17 from Owner's Cor.
- · Moved \$64,869 to Construction Cont
- LF continued by further reviewing pending expen Contingencies. Change Orders #1-13 have already

Remaining Owner's Contingencies

Construction:	\$ 0
Owner:	\$ 60,307
Total:	\$ 60,307
Pending:	-\$ 24,325
Estimated Pending:	-\$ 28,000
Remaining Total:	\$ 7,982

GMP Contingency

Original GMP Contingency

Approved Use:		-\$1	29,090
	Total:	\$2	36,145
Pending & Submitted:		-\$	26,271
Estimated Pending:		-\$	195,218
Remaining Tota	al:	\$	14,656

Change Orders #1-14 already incorporated total \$

\$365,235



4. 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.

Bond provided a phasing update with updated phasing schedule and area "turn-over" dates.

- · Next PBC Meeting for the Public Safety Building is May 11, 2023.
- Town Departments Tour May 23rd at 5:30pm

5. Construction Update

Installation, piping, ducting, insulating, and start-up of RTU-1, RTU-2, and RTU-3 is complete. Start-up of the Chiller is complete. Start-up of new HV-1 unit is complete. Bond "turned-over" new Women's Locker Room over to the to the Town. Site Work and Landscaping for entire project is complete. The new AHU-1 unit was hoisted onto the roof of the building.

> PROJECT TRACKING: Phase 1A: 100% Phase 1B: 100%

Phase 3: 100% Phase 2D: 100% Phase 2B: 100%

Painting for entire project will complete by the end of April/beginning of May. Installation of carpeting is ongoing, Installation of Pipe & duct for the new AHU-1 unit will begin. Testing and Balancing of the new HVAC system will continue. "Fit-out" of new K9 rooms will complete by the end of the month. Installation of new PVC roof on portion of existing building will complete by the end of the month. Programming of the new HVAC system 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.

6. Next Permanent Building Committee for the Public Safety Building was scheduled for May 11, 2023, at 7:00pm

Leftfield Presentation 04/13/23



1. Administrative Actions

Review of April 2023 Invoices

INVOICES							
Budget Category	Vendor	Invoice #	Date		Amount		Balance After Invoice
Owner Project Manager	LeftField	30	04/30/23	\$	5,000.00	\$	5,000.00
Commissioning Services	LeftField	30	04/30/23	\$	4,320.00	\$	6,364.00
Total:	OPM Services			\$	9,320.00		
Architect/Engineer: Basic Service	HKT Architects	28-022023	05/09/23	\$	20,342.02	\$	43,343.39
Total:	A/E Services			\$	20,342.02		
Construction Costs	Bond Building	16	04/30/23	\$	298,831.59	\$	1,092,764.92
Total:	Construction Costs			\$	298,831.59		
Other Project Costs	K Security	18318	04/08/23	\$	290.00	\$	44,235.00
Other Project Costs	K Security	18331	04/08/23	\$	290.00	\$	43,945.00
Other Project Costs	ESC	\$2510108.001	05/05/23	\$	124.86	\$	43,820.14
Total:	Misc. Project Costs			\$	704.86		
		TOTAL	:	\$	329,198.47		



BOND Building

1. Administrative Actions

Review of Bond Building Construction Change Order No. 15

SOV-015 - Approved PCO's through April 2023

<u>Item</u>	<u>Description</u>	<u>Amount</u>
PCO-064	Fire Protection - RFI's 081, 081R1, 188 & Temporary HV-1	0.00
PCO-065e	Hold 06 - Floor Prep - Miscellaneous Changes	0.00
PCO-100	Window Jamb Insulation for Sealant	0.00
PCO-102	Sallyport Additional CMU Work	0.00
PCO-109a	ASI 018 - Evidence Process - Stainless Counter Modifications	1,664.00
PCO-118a	RFI 195 - RTU-1 & RTU-2 - Roofing Changes for Structural Supports	20,282.00
PCO-119	RFI 194 - Level 1 Fire Alarm - AHJ Requests	2,357.00
PCO-122	CCD-08 - Police Department Requested Hardware Revisions	8,442.00
PCO-122a	Lock Changes at Auto Operator Doors & Integration	5,215.00
PCO-124	Wire & Install VFD's for Exhaust Fans at Fan Room	0.00
PCO-125	Low Voltage Wiring for Interior Door Operators	0.00
PCO-128	RFI 187 - Men's Locker Room - Existing Duct Conditions	-4,399.00
PCO-131	Women's Locker Room - Locker Modifications	8,595.00
PCO-133	Detectives 221 - Rework Electrical for Furniture Workstations	0.00
PCO-134	Corridor 210D - Relocate Receptacles to Counter Height for Shelving	0.00

Total This Change Order: \$42,156.00



Administrative Actions

Budget Update

Budget Committed: 99%

Budget Expended: 89%

Remaining Contingencies

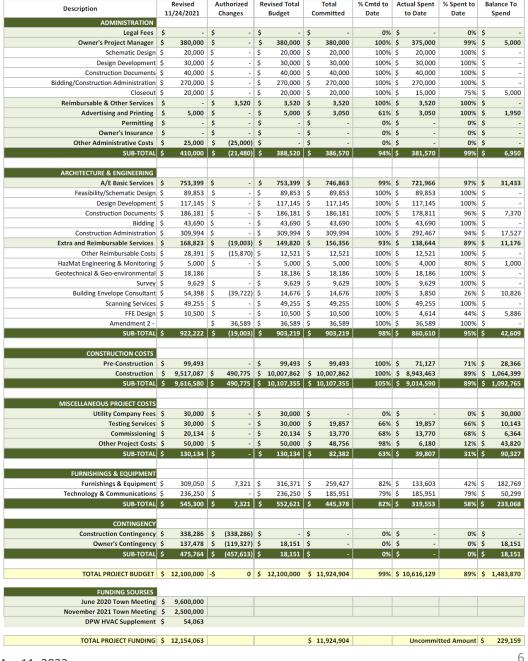
Construction:

Owner: 18,151

> \$ 18,151 Total:

GMP Contingency: \$204,029

- Includes all April commitments and expenditures.
- Moved \$42,156 from Owner's Contingency to Construction to fund CO 15





1. Administrative Actions

Budget Update

Remaining Owner's Contingencies

Construction: \$ 0

Owner: \$ 18,151

Total: \$ 18,151

Pending Submitted: -\$ 0

Estimated Pending: -\$ 13,500

Remaining Total: \$ 4,651

 Change Orders 1-15 already incorporated: \$490,775

GMP Contingency

Original GMP Contingency \$365,235

Approved Use: -<u>\$161,206</u>

Total: \$204,029

Pending & Submitted: -\$ 18,356

Estimated Pending: -\$182,142

Remaining Total: \$ 3,531



1. Administrative Actions Meeting Calendar

 Next PBC Meeting for the Public Safety Building is June 15, 2023

 Town Departments Tour – May 23rd at 5:30pm

2023 PERMANENT BUILDING COMMITTEE MEETINGS

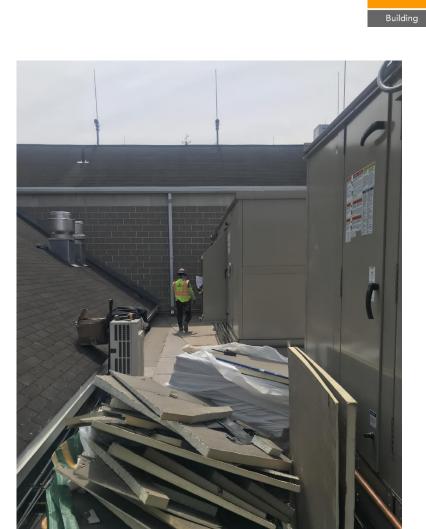
JANUARY	12	JULY	13
FEBRUARY	9	AUGUST	10
MARCH	9	SEPTEMBER	14
APRIL	13	OCTOBER	12
MAY	11	NOVEMBER	9
JUNE	15	DECEMBER	14



2. Construction Update

Construction Progress

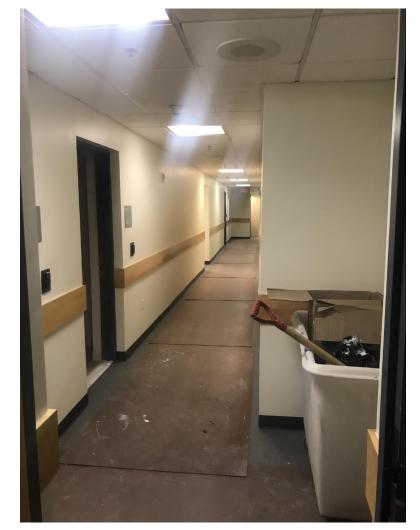


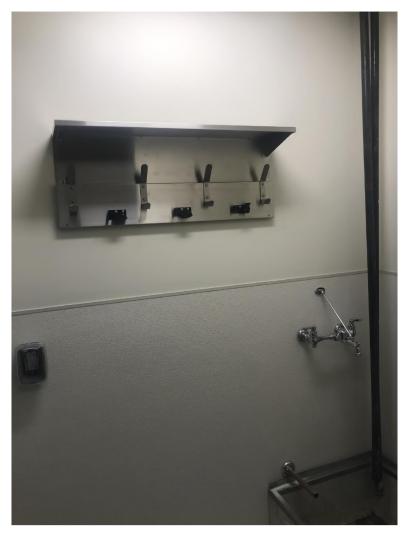




2. Construction Update

Construction Progress



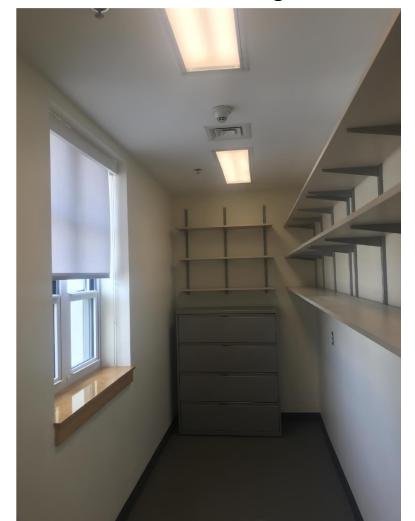


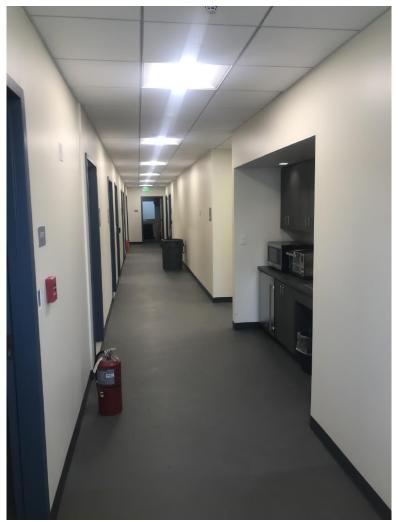




2. Construction Update

Construction Progress









BOND

Building

2. Construction Update

Construction Progress







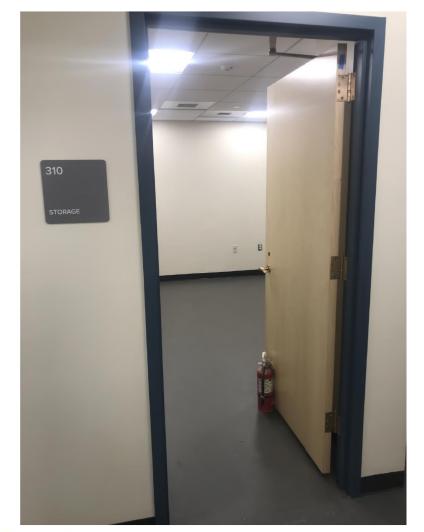


BOND

Building

2. Construction Update

Construction Progress







2. Construction Update

Remaining Work to Complete





2. Construction Update

Remaining Work to Complete



