

<b>WAKEFIELD PERMANENT BUILDING COMMITTEE</b>	<b>WAKEFIELD PUBLIC SAFETY MEETING MINUTES</b>
---	--

Date:	Thursday, July 27, 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

A) Meeting Minutes

The meeting minutes of the 07/13/23 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**

Five (5) invoices in the total amount of \$408,765.62 for the Wakefield Public Safety Project were presented for review and approval.

- i) Bond Building Application for Payment #19 dated 07/31/23 in the amount of \$322,599.23 for July 2023 Construction Activities.
- ii) Wakefield It Department for Invoice #1 dated 07/25/23 in the amount of \$42,016.49 for Technology Installation Services.
- iii) Automated Logic Invoice #451207 dated 05/11/23 in the amount of \$31,931.87 for Installation Services.
- iv) Automated Logic Invoice #460101 dated 07/07/23 in the amount of \$10,643.95 for Installation Services.
- v) Wakefield Department of Public Works for Invoice #BUL72523 dated 07/25/23 in the amount of \$1,574.08 for HVAC Troubleshooting.

***Chip Tarbell made a motion to approve Bond Building Application for Payment #19 dated 07/31/23 in the amount of \$322,599.23 for July 2023 Construction Activities. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.***

***Chip Tarbell made a motion to approve Wakefield It Department for Invoice #1 dated 07/25/23 in the amount of \$42,016.49 for Technology Installation Services. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.***

***Chip Tarbell made a motion to approve Automated Logic Invoice #451207 dated 05/11/23 in the amount of \$31,931.87 for Installation Services. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.***

***Chip Tarbell made a motion to approve Automated Logic Invoice #460101 dated 07/07/23 in the amount of \$10,643.95 for Installation Services. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.***

***Chip Tarbell made a motion to approve Wakefield Department of Public Works for Invoice #BUL72523 dated 07/25/23 in the amount of \$1,574.08 for HVAC Troubleshooting. 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 97%. The remaining contingencies are as follows: Construction - \$0 and Owner - \$15,881.00 - for a total of \$15,881.00. The total remaining balance of the GMP Contingency is approx. \$10,000.

- Includes all July commitments and expenditures.

#### Remaining Owner's Contingencies

Construction:	\$ 0
Owner:	<u>\$ 15,881</u>
Total:	\$ 15,881
Pending Submitted:	-\$ 0
Estimated Pending:	<u>-\$ 0</u>
Remaining Total:	\$ 15,881

#### GMP Contingency

Original GMP Contingency	\$365,235
Approved Use:	<u>-\$291,206</u>
Total:	\$ 74,029

Pending & Submitted:	-\$ 21,000
Estimated Pending:	<u>-\$ 33,029</u>
Remaining Total:	\$ 10,000 +/-

Change Orders #1-16 already incorporated total \$490,775.

#### C) Remaining Potential Costs

- Realistically, we have ~\$121,833.09 to spend because the DPW Supplemental Funds of \$54,000 were never transferred to the Project Budget.
- The highlighted invoices and proposals which total \$114,547.04 are recommended for approval to pay or to proceed with work.
- This leaves only the two proposals for WPD & WFD for duct cleaning. The Town may be able to get better pricing for this work and could fund it out of their Operations & Maintenance budget.

Remaining Uncommitted Funds:	<b>\$111,833.09</b>
Potentially Remaining GMP:	<b>\$ 10,000.00+/-</b>
DPW HVAC Supplement:	<b><u>\$ 54,000.00</u></b>
Total:	<b>\$165,833.09</b>

#### Potential Expenditures

Automated Logic Invoice 451298:	\$ 30,931.14
Automated Logic Invoice 460102:	\$ 10,331.04
Duct Cleaning Proposal WPD & WFD:	\$ 75,850.00
Floor Stripping/Refinishing:	\$ 1,700.00
AC Units in Computer Room:	\$ 21,488.00
New WPD Overhead Door:	\$ 7,890.00
Repaint Booking Room Floor:	\$ 3,780.00
Misc. Painting WPD & WFD:	\$ 30,670.00
Win Supply – Install by Town:	\$ 2,387.00

---

Additional Furniture:	\$ 5,370.00
<b>Total:</b>	<b>\$190,459.18</b>

LF and Chip Trabell reviewed each item on the list of potential expenditures above. The PBC will table discussion of this item until the 8/10/23 PBC Meeting, after Bond Submits all final Construction Expenses for the project.

4. PBC/SBC Meeting Calendar

- Next PBC Meeting for the Public Safety Building Project is tentatively August 10, 2023.

5. Next Permanent Building Committee for the Public Safety Building was scheduled for August 10, 2023, at 7:00pm.

Attachments:

- Leftfield Presentation 07/27/23

Town of Wakefield

# **PUBLIC SAFETY BUILDING**

## **RENOVATION AND UPGRADE**

Permanent Building Committee Meeting  
July 27, 2023



## AGENDA:

### 1. Administrative Actions

- Review of July 13, 2023 Permanent Building Committee Meeting Minutes
- Review of July 2023 Invoices
- Budget Update
- Remaining Potential Costs



# WAKEFIELD PUBLIC SAFETY | OPM REPORT

## 1. Administrative Actions

### Review of July 13, 2023 PBC Meeting Minutes



WAKEFIELD PERMANENT BUILDING COMMITTEE		WAKEFIELD PUBLIC SAFETY MEETING MINUTES
Date:	Thursday, July 13, 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

#### A) Meeting Minutes

The meeting minutes of the 06/15/23 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

Three (3) invoices in the total amount of \$44,816.66 for the Wakefield Public Safety Project were presented for review and approval.

- i) HKT Architects Invoice #29-022023 dated 07/11/23 in the amount of \$17,527.14 for Designer Services.
- ii) Bond Building Application for Payment #18 dated 06/30/23 in the amount of \$32,699.16 for June 2023 Construction Activities.
- iii) Briggs Engineering Invoice #223913 dated 05/27/23 in the amount of \$2,300.00 for Testing & Inspections Services.

Chip Tarbell made a motion to approve HKT Architects Invoice #29-022023 dated 07/11/23 in the amount of \$17,527.14 for Designer Services. 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 #18 dated 06/30/23 in the amount of \$32,699.16 for June 2023 Construction Activities. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve Briggs Engineering Invoice #223913 dated 05/27/23 in the amount of \$2,300.00 for Testing & Inspections Services. Seconded by Tom Galvin. On a roll call vote, the motion was approved unanimously.

#### C) Bond Change Order #16

Bond presented Change Order #16 to the PBC for review and approval. This change order total is \$0.00 consisting of (1) one PCO:

Item	Description	Amount
PCO-060	General Conditions Extension - Construction Contingency Drawdown	\$0.00

The cost of Bond Change Order #16 \$0.00 and will be taken from the GMP Contingency. CO-#016 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 #16 to the PBC for review and approval. This change order total is \$64,937.00 consisting of (1) One PCO 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 99.8% of the Total Project Budget to date and has expended 94%. The remaining contingencies are as follows: Construction - \$0 and Owner - \$17,455.00 - for a total of \$17,455.00. The total remaining balance of the GMP Contingency is \$39,794.00.

- Includes all May commitments and expenditures.
- Moved \$695.18 from Owner's Contingency to Other Project Costs to fund May expenditures

#### Remaining Owner's Contingencies

Construction:	\$ 0
Owner:	\$ 17,455
Total:	\$ 17,455
Pending Submitted:	-\$ 0
Estimated Pending:	-\$ 0
Remaining Total:	\$ 17,455

#### GMP Contingency

Original GMP Contingency	\$365,235
Approved Use:	-\$291,206
Total:	\$ 74,029

Pending & Submitted:	-\$ 21,000
Estimated Pending:	-\$ 13,234
Remaining Total:	\$ 39,795

Change Orders #1-16 already incorporated total \$490,775.

#### 4. PBC/SBC Meeting Calendar

- Next PBC Meeting for the Public Safety Building Project is tentatively July 27, 2023. If project not ready to close out by then, the next PBC Meeting for the Public Safety Building Project will be held on August 10, 2023.

#### 5. Construction Update

Punchlist and Commissioning Items are nearing completion. Some remaining items including finalizing balancing of the new mechanical system, fixing exhaust hood in the Fire Department wing, and mechanical noise mitigation in the Police Admin Suite.

6. Next Permanent Building Committee for the Public Safety Building was scheduled for July 27, 2023, at 7:00pm.

#### Attachments:

- Leftfield Presentation 07/13/23

# WAKEFIELD PUBLIC SAFETY | OPM REPORT

## 1. Administrative Actions

### *Review of July 2023 Invoices*

INVOICES					
Budget Category	Vendor	Invoice #	Date	Amount	Balance After Invoice
Construction Costs	Bond Building	19	07/31/23	\$ 322,599.23	\$ 361,793.28
Total:	Construction Costs			\$ 322,599.23	
Technology	Wakefield IT Dept.	1	07/25/23	\$ 42,016.49	\$ 8,282.82
Total:	Technology & Communications			\$ 42,016.49	
Other Project Costs	Automated Logic	451207	05/11/23	\$ 31,931.87	\$ 12,218.03
Other Project Costs	Automated Logic	460101	07/07/23	\$ 10,643.95	\$ 1,574.08
Other Project Costs	Wakefield DPW	BUL72523	07/25/23	\$ 1,574.08	\$ 0.00
Total:	Misc. Project Costs			\$ 44,149.90	
		TOTAL:		\$ 408,765.62	



# WAKEFIELD PUBLIC SAFETY | OPM REPORT

## 1. Administrative Actions

### Budget Update

Budget Committed: 99%

Budget Expended: 97%

### Remaining Contingencies

Construction: \$ 0

Owner: \$ 15,881

Total: \$ 15,881

GMP Contingency: \$ 10,000+/-

- Includes all July 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
<b>ADMINISTRATION</b>								
Legal Fees	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Owner's Project Manager	\$ 380,000	\$ -	\$ 380,000	\$ 380,000	100%	\$ 380,000	100%	\$ -
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%	\$ 270,000	100%	\$ -
Closeout	\$ 20,000	\$ -	\$ 20,000	\$ 20,000	100%	\$ 20,000	100%	\$ -
Reimbursable & Other Services	\$ -	\$ 3,520	\$ 3,520	\$ 3,520	100%	\$ 3,520	100%	\$ -
Advertising and Printing	\$ 5,000	\$ -	\$ 5,000	\$ 3,050	61%	\$ 3,050	100%	\$ 1,950
Permitting	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Owner's Insurance	\$ -	\$ -	\$ -	\$ -	0%	\$ -	0%	\$ -
Other Administrative Costs	\$ 25,000	\$ (25,000)	\$ -	\$ -	0%	\$ -	0%	\$ -
<b>SUB-TOTAL</b>	<b>\$ 410,000</b>	<b>\$ (21,480)</b>	<b>\$ 388,520</b>	<b>\$ 386,570</b>	<b>94%</b>	<b>\$ 386,570</b>	<b>100%</b>	<b>\$ 1,950</b>
<b>ARCHITECTURE &amp; ENGINEERING</b>								
A/E Basic Services	\$ 753,399	\$ -	\$ 753,399	\$ 746,863	99%	\$ 740,263	99%	\$ 13,136
Feasibility/Schematic Design	\$ 89,853	\$ -	\$ 89,853	\$ 89,853	100%	\$ 89,853	100%	\$ -
Design Development	\$ 117,145	\$ -	\$ 117,145	\$ 117,145	100%	\$ 117,145	100%	\$ -
Construction Documents	\$ 186,181	\$ -	\$ 186,181	\$ 186,181	100%	\$ 179,581	96%	\$ 6,600
Bidding	\$ 43,690	\$ -	\$ 43,690	\$ 43,690	100%	\$ 43,690	100%	\$ -
Construction Administration	\$ 309,994	\$ -	\$ 309,994	\$ 309,994	100%	\$ 309,994	100%	\$ 0
Extra and Reimbursable Services	\$ 168,823	\$ (19,003)	\$ 149,820	\$ 156,356	93%	\$ 147,691	94%	\$ 2,128
Other Reimbursable Costs	\$ 28,391	\$ (15,870)	\$ 12,521	\$ 12,521	100%	\$ 12,521	100%	\$ -
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	\$ (48,770)	\$ 5,628.50	\$ 5,628.50	100%	\$ 3,850	68%	\$ 1,779
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
Amendments 1, 2, 3 -	\$ -	\$ 45,636	\$ 45,636	\$ 45,636	100%	\$ 45,636	100%	\$ -
<b>SUB-TOTAL</b>	<b>\$ 922,222</b>	<b>\$ (19,003)</b>	<b>\$ 903,219</b>	<b>\$ 903,219</b>	<b>98%</b>	<b>\$ 887,954</b>	<b>98%</b>	<b>\$ 15,264</b>
<b>CONSTRUCTION COSTS</b>								
Pre-Construction	\$ 99,493	\$ -	\$ 99,493	\$ 99,493	100%	\$ 71,127	71%	\$ 28,366
Construction	\$ 9,517,087	\$ 490,775	\$ 10,007,862	\$ 10,007,862	100%	\$ 9,674,435	97%	\$ 333,427
<b>SUB-TOTAL</b>	<b>\$ 9,616,580</b>	<b>\$ 490,775</b>	<b>\$ 10,107,355</b>	<b>\$ 10,107,355</b>	<b>105%</b>	<b>\$ 9,745,561</b>	<b>96%</b>	<b>\$ 361,794</b>
<b>MISCELLANEOUS PROJECT COSTS</b>								
Utility Company Fees	\$ 30,000	\$ -	\$ 30,000	\$ -	0%	\$ -	0%	\$ 30,000
Testing Services	\$ 30,000	\$ -	\$ 30,000	\$ 22,157	74%	\$ 22,157	74%	\$ 7,843
Commissioning	\$ 20,134	\$ -	\$ 20,134	\$ 20,134	100%	\$ 20,134	100%	\$ -
Other Project Costs	\$ 50,000	\$ 2,269	\$ 52,269	\$ 52,269	100%	\$ 52,269	100%	\$ -
<b>SUB-TOTAL</b>	<b>\$ 130,134</b>	<b>\$ 2,269</b>	<b>\$ 132,403</b>	<b>\$ 94,560</b>	<b>73%</b>	<b>\$ 94,560</b>	<b>71%</b>	<b>\$ 37,843</b>
<b>FURNISHINGS &amp; EQUIPMENT</b>								
Furnishings & Equipment	\$ 309,050	\$ 7,321	\$ 316,371	\$ 268,496	85%	\$ 268,474	85%	\$ 47,898
Technology & Communications	\$ 236,250	\$ -	\$ 236,250	\$ 227,967	96%	\$ 227,967	96%	\$ 8,283
<b>SUB-TOTAL</b>	<b>\$ 545,300</b>	<b>\$ 7,321</b>	<b>\$ 552,621</b>	<b>\$ 496,463</b>	<b>91%</b>	<b>\$ 496,441</b>	<b>90%</b>	<b>\$ 56,181</b>
<b>CONTINGENCY</b>								
Construction Contingency	\$ 338,286	\$ (338,286)	\$ -	\$ -	0%	\$ -	0%	\$ -
Owner's Contingency	\$ 137,478	\$ (121,597)	\$ 15,881	\$ -	0%	\$ -	0%	\$ 15,881
<b>SUB-TOTAL</b>	<b>\$ 475,764</b>	<b>\$ (459,882)</b>	<b>\$ 15,881</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ -</b>	<b>0%</b>	<b>\$ 15,881</b>
<b>TOTAL PROJECT BUDGET</b>	<b>\$ 12,100,000</b>	<b>\$ 0</b>	<b>\$ 12,100,000</b>	<b>\$ 11,988,167</b>	<b>99.1%</b>	<b>\$ 11,611,087</b>	<b>97%</b>	<b>\$ 488,913</b>
<b>FUNDING SOURCES</b>								
June 2020 Town Meeting	\$ 9,600,000							
November 2021 Town Meeting	\$ 2,500,000							
DPW HVAC Supplement	\$ 54,063							
<b>TOTAL PROJECT FUNDING</b>	<b>\$ 12,154,063</b>			<b>\$ 11,988,167</b>		<b>Uncommitted Amount</b>		<b>\$ 165,896</b>

1. Administrative Actions  
*Budget Update*

Remaining Owner’s Contingencies

Construction:	\$	0
Owner:	\$	<u>15,881</u>
Total:	\$	15,881

Pending Submitted:	-\$	0
Estimated Pending:	-\$	<u>0</u>
Remaining Total:	\$	15,881

- Change Orders 1-16 already incorporated:  
\$490,775

GMP Contingency

Original GMP Contingency	\$365,235
Approved Use:	<u>-\$291,206</u>
Total:	\$ 74,029

Pending & Submitted:	-\$ 21,000
Estimated Pending:	<u>-\$ 33,029</u>
	-\$

Remaining Total: \$ 10,000+/-

1. Administrative Actions

Remaining Potential Costs

- *Realistically, we have ~\$121,833.09 to spend because the DPW Supplemental Funds of \$54,000 were never transferred to the Project Budget.*
- *The highlighted invoices and proposals which total \$114,547.04 are recommended for approval to pay or to proceed with work.*
- *This leaves only the two proposals for WPD & WFD for duct cleaning. The Town may be able to get better pricing for this work and could fund it out of their Operations & Maintenance budget.*

Remaining Uncommitted Funds:	\$111,833.09
Potentially Remaining GMP:	\$ 10,000.00+/-
DPW HVAC Supplement:	<u>\$ 54,000.00</u>
Total:	\$165,833.09

Potential Expenditures

Automated Logic Invoice 451298:	<u>\$ 30,931.14</u>
Automated Logic Invoice 460102:	<u>\$ 10,331.04</u>
Duct Cleaning Proposal WPD & WFD:	\$ 75,850.00
Floor Stripping/Refinishing:	<u>\$ 1,700.00</u>
AC Units in Computer Room:	<u>\$ 21,488.00</u>
New WPD Overhead Door:	<u>\$ 7,890.00</u>
Repaint Booking Room Floor:	<u>\$ 3,780.00</u>
Misc. Painting WPD & WFD:	<u>\$ 30,670.00</u>
Win Supply – Install by Town:	<u>\$ 2,387.00</u>
Additional Furniture:	<u>\$ 5,370.00</u>
Total:	\$190,459.18

## 1. Administrative Actions

### *Meeting Calendar*

- Next scheduled PBC Meeting is August 10, 2023