

WAKEFIELD PERMANENT BUILDING COMMITTEE	WAKEFIELD PUBLIC SAFETY MEETING MINUTES
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Date:	Thursday, October 12, 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	x
Steven Skory	Chief, Wakefield Police Department	x
Craig Calabrese	Deputy Chief, Wakefield Police Department	x
Scott Reboulet	Wakefield Police Department	x
Rick Dinanno	Wakefield Police Department	x
Michael Sullivan	Chief, Wakefield Fire Department	x
Tom Purcell	Deputy Chief, Wakefield Fire Department	x
Joe Conway	Director of Public Works	x
Lynn Stapleton	Leftfield Project Management	✓
Adam Keane	Leftfield Project Management	✓
Timothy Baker	Leftfield Project Management	✓
Jim Rogers	Leftfield Project Management	x
Janet Slemenda	HKT Architects	✓
Scott Woodward	HKT Architects	x
Frank Hayes	Bond Building	✓
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 07/27/23 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 Jason Cohen. Motion was approved unanimously.

B) Invoices

One (1) Final invoice in the total amount of \$368,038.28 for the Wakefield Public Safety Project were presented for review and approval.

- i) Bond Building Application for Payment #20 dated 08/31/23 in the amount of \$368,038.28 for August 2023 Construction Activities.

Chip Tarbell made a motion to approve Bond Building Application for Payment #20 dated 08/31/23 in the amount of \$368,038.28 for August 2023 Construction Activities. Seconded by Jason Cohen. On a roll call vote, the motion was approved unanimously.

C) Bond Change Order #17

Bond presented Change Order #17 to the PBC for review and approval. This change order total is \$6,245.00 consisting of (16) sixteen PCOs:

SOV-017 - Approved PCO's through August 2023

<u>Item</u>	<u>Description</u>	<u>Amount</u>
PCO-065f	Hold 06 - Floor Prep - Resilient Base Adds Gym & Repair	0.00
PCO-075d	Allowance 03 Overrun - Existing Wall Patching	0.00
PCO-101	Stainless Steel Bollard - Cap Welding & Cleaning	0.00
PCO-130	Replacement Diffusers for Existing Removed or Damaged	0.00
PCO-132	RTU's - Additional Wiring & Wiring Exterior Lights	0.00
PCO-136	Lunch Room & Third Floor Renovations - Outlet & Home Run Relocations	0.00
PCO-137	Allowance 02 - Gym Swing Space - Return to Gym Work	0.00
PCO-138	Hold 06 - Floor Prep - Remaining Balance Transfer to Construction Contingency	0.00
PCO-139	Allowance 05 Overrun - Additional Lockers - Furnish & Install Lockers	6,245.00
PCO-140	Existing Roofing Replacement - Pitch Pocket Material Change for Samafil	0.00
PCO-141	Contingency - Replace Water Damaged ACT from Temp. Roofing	0.00
PCO-142	Cleaning Existing VAV Duct Coils for Balancing	0.00
PCO-143	Contingency - RTU Additional Rental & Support Fastening Method	0.00
PCO-144	Sallyport - Door Conduits & Wiring Revisions	0.00
PCO-145	Contingency - CaseCracker Troubleshooting, Network & Non-Warranty Service	0.00
PCO-146	Fire Department Apparatus Bay Line Striping	0.00
Total This Change Order:		\$6,245.00

The cost of Bond Change Order #17 is \$6,245.00 and will be taken from the GMP Contingency. CO-#017 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 #17 to the PBC for review and approval. This change order total is \$6,245.00 consisting of (16) Sixteen PCOs as presented. The cost will be a GMP Contingency Drawdown. Seconded by Jason Cohen. 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 all Project 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 99%. The remaining contingencies are as follows: Construction - \$0 and Owner - \$11,210.00 - for a total of \$15,881.00. The total remaining balance of the GMP Contingency is \$0.

- Includes all Final Project commitments and expenditures.
- **Remaining Unspent Budget: \$122,449**

Remaining Owner's Contingencies

Construction:	\$	0
Owner:	<u>\$</u>	<u>11,210</u>
Total:	\$	11,210
Pending Submitted:	-\$	0
Estimated Pending:	<u>-\$</u>	<u>0</u>
Remaining Total:	\$	11,210

GMP Contingency

Original GMP Contingency	\$365,235
Approved Use:	<u>-\$365,235</u>
Total:	\$ 0

Pending & Submitted:	-\$	0
Estimated Pending:	<u>-\$</u>	<u>0</u>
Remaining Total:	\$	0

Change Orders #1-17 already incorporated total: **\$497,020**.

4. PBC/SBC Meeting Calendar

- PROJECT COMPLETE!

Attachments:

- Leftfield Presentation 10/12/23

Town of Wakefield

PUBLIC SAFETY BUILDING

RENOVATION AND UPGRADE

**Permanent Building Committee Meeting
October 12, 2023**



AGENDA:

1. Administrative Actions

- Review of July 27, 2023 Permanent Building Committee Meeting Minutes
- Review of Final Invoices
- Final Budget Update
- Review and Approval of Construction Change Order #17

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Review of July 27, 2023 PBC Meeting Minutes



WAKEFIELD PERMANENT BUILDING COMMITTEE		WAKEFIELD PUBL
Date:	Thursday, July 27, 2023	
Location:	Virtual "Zoom" Meeting	
Time:	7:00pm	
Prepared BY:	Timothy Baker – LeftField PM	
Name		
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 Com Meeting were presented for review.



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

B) Invoices

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

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

Chip Tarbell made a motion to approve Bond Building Application for P 07/31/23 in the amount of \$322,599.23 for July 2023 Construction Acti Galvin. On a roll call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve Wakefield It Department for In the amount of \$42,016.49 for Technology Installation Services. Secondi call vote, the motion was approved unanimously.

Chip Tarbell made a motion to approve Automated Logic Invoice #4512 amount of \$31,931.87 for Installation Services. Seconded by Tom Galvi motion was approved unanimously.

Chip Tarbell made a motion to approve Automated Logic Invoice #4601 amount of \$10,643.95 for Installation Services. Seconded by Tom Galvi motion was approved unanimously.

Chip Tarbell made a motion to approve Wakefield Department of Publi #BUL72523 dated 07/25/23 in the amount of \$1,574.08 for HVAC Trou 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 the meeting minutes. It was noted that the May commitments and e in the Project Budget to indicate their impact on the budget. The Pri the Total Project Budget to date and has expended 97%. The remain follows: Construction - \$0 and Owner - \$15,881.00 - for a total of \$1! remaining balance of the GMP Contingency is approx. \$10,000.



- * Includes all July commitments and expenditures.

Remaining Owner's Contingencies

Construction:	\$ 0
Owner:	\$ 15,881
Total:	\$ 15,881
Pending Submitted:	-\$ 0
Estimated Pending:	-\$ 0
Remaining Total:	\$ 15,881

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

Pending & Submitted:	-\$ 21,000
Estimated Pending:	-\$ 33,029
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 Sup \$54,000 were never transferred to the Project Budget.
- The highlighted invoices and proposals which total \$114,547.04 are approval to pay or to proceed with work.
- This leaves only the two proposals for WPD & WFD for duct cleanin able to get better pricing for this work and could fund it out of thei Maintenance budget.

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

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
Total:	\$190,459.18

LF and Chip Tarbell 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

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Review of Final Invoices

INVOICES					
Budget Category	Vendor	Invoice #	Date	Amount	Balance After Invoice
Construction Costs	Bond Building	20	08/31/23	\$ 368,038.28	\$ -
Total:	Construction Costs			\$ 368,038.28	
		TOTAL:		\$ 368,038.28	

1. Administrative Actions

Review of Bond Building Construction Change Order No. 17

SOV-017 - Approved PCO's through August 2023

<u>Item</u>	<u>Description</u>	<u>Amount</u>
PCO-065f	Hold 06 - Floor Prep - Resilient Base Adds Gym & Repair	0.00
PCO-075d	Allowance 03 Overrun - Existing Wall Patching	0.00
PCO-101	Stainless Steel Bollard - Cap Welding & Cleaning	0.00
PCO-130	Replacement Diffusers for Existing Removed or Damaged	0.00
PCO-132	RTU's - Additional Wiring & Wiring Exterior Lights	0.00
PCO-136	Lunch Room & Third Floor Renovations - Outlet & Home Run Relocations	0.00
PCO-137	Allowance 02 - Gym Swing Space - Return to Gym Work	0.00
PCO-138	Hold 06 - Floor Prep - Remaining Balance Transfer to Construction Contingency	0.00
PCO-139	Allowance 05 Overrun - Additional Lockers - Furnish & Install Lockers	6,245.00
PCO-140	Existing Roofing Replacement - Pitch Pocket Material Change for Sarnafil	0.00
PCO-141	Contingency - Replace Water Damaged ACT from Temp. Roofing	0.00
PCO-142	Cleaning Existing VAV Duct Coils for Balancing	0.00
PCO-143	Contingency - RTU Additional Rental & Support Fastening Method	0.00
PCO-144	Sallyport - Door Conduits & Wiring Revisions	0.00
PCO-145	Contingency - CaseCracker Troubleshooting, Network & Non-Warranty Service	0.00
PCO-146	Fire Department Apparatus Bay Line Striping	0.00
Total This Change Order:		\$6,245.00

WAKEFIELD PUBLIC SAFETY | OPM REPORT

1. Administrative Actions

Budget Update

Budget Committed: 99%

Budget Expended: 99%

Remaining Contingencies

Construction: \$ 0

Owner: \$ 11,210

Total: \$ 11,210

GMP Contingency: \$ 0

- Includes all September commitments and expenditures.
- Remaining Unspent Budget: \$122,449**

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%	\$ 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%	\$ -
SUB-TOTAL	\$ 410,000	\$ (21,480)	\$ 388,520	\$ 386,570	94%	\$ 386,570	100%	\$ 1,950
ARCHITECTURE & ENGINEERING								
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%	\$ -
SUB-TOTAL	\$ 922,222	\$ (19,003)	\$ 903,219	\$ 903,219	98%	\$ 887,954	98%	\$ 15,264
CONSTRUCTION COSTS								
Pre-Construction	\$ 99,493	\$ -	\$ 99,493	\$ 99,493	100%	\$ 99,493	100%	\$ -
Construction	\$ 9,517,087	\$ 497,020	\$ 10,014,107	\$ 10,014,107	100%	\$ 10,014,107	100%	\$ -
SUB-TOTAL	\$ 9,616,580	\$ 497,020	\$ 10,113,600	\$ 10,113,600	105%	\$ 10,113,600	100%	\$ -
MISCELLANEOUS PROJECT COSTS								
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	\$ 695	\$ 50,695	\$ 50,695	100%	\$ 50,695	100%	\$ -
SUB-TOTAL	\$ 130,134	\$ 695	\$ 130,829	\$ 92,986	71%	\$ 92,986	71%	\$ 37,843
FURNISHINGS & EQUIPMENT								
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
SUB-TOTAL	\$ 545,300	\$ 7,321	\$ 552,621	\$ 496,463	91%	\$ 496,441	90%	\$ 56,181
CONTINGENCY								
Construction Contingency	\$ 338,286	\$ (338,286)	\$ 0.03	\$ -	0%	\$ -	0%	\$ 0
Owner's Contingency	\$ 137,478	\$ (126,268)	\$ 11,210	\$ -	0%	\$ -	0%	\$ 11,210
SUB-TOTAL	\$ 475,764	\$ (464,553)	\$ 11,210	\$ -	0%	\$ -	0%	\$ 11,210
TOTAL PROJECT BUDGET	\$ 12,100,000	\$ 0	\$ 12,100,000	\$ 11,992,838	99.1%	\$ 11,977,551	100%	\$ 122,449

1. Administrative Actions

Budget Update

Remaining Owner’s Contingencies

Construction:	\$	0
Owner:	\$	<u>11,210</u>
Total:	\$	11,210

Pending Submitted:	-\$	0
Estimated Pending:	-\$	<u>0</u>
Remaining Total:	\$	11,210

- Change Orders 1-17 already incorporated:
\$497,020

GMP Contingency

Original GMP Contingency	\$365,235
Approved Use:	<u>-\$365,235</u>
Total:	\$ 0

Pending & Submitted:	-\$	0
Estimated Pending:	-\$	<u>0</u>
	-\$	
Remaining Total:	\$	0

1. Administrative Actions

Meeting Calendar

- PROJECT COMPLETE!