

Walpole Permanent Building Committee
Walpole Town Hall – Room 116
January 19, 2016
DRAFT Minutes

PRESENT: Jack Conroy, Cam Daley, Phil Wild, Bernie Goba

ALSO PRESENT: Courtney Riley, Don Anderson, Chief Bailey, Lt. Zanghetti, Bryan Jarvis, Tom Gregory

Mr. Conroy convened the meeting at 6:30 PM.

Review and Approval of Minutes

The following minutes were approved:

Date	Motion / Second	Vote
October 27, 2015	Mr. Daley / Mr. Wild	(5-0)
November 5, 2015	Mr. Daley / Mr. Wild	(5-0)
November 16, 2015	Mr. Daley / Mr. Wild	(5-0)
November 18, 2015	Mr. Daley / Mr. Wild	(5-0)
November 30, 2015	Mr. Daley / Mr. Wild	(5-0)
December 1, 2015	Mr. Daley / Mr. Wild	(5-0)

Police Station and Fire Station Status Updates

Mr. Jarvis provided an update on the police station design / programming – see attached report.

Mr. Jarvis provided an update on the fire station design / programming – see attached report.

Discussion and Ranking of Statements of Qualification for COA Design

Statements of Qualification for the design of the COA building were received by the following architectural firms:

Bargmann Hendrie + Archetype, Inc.
Catlin + Petrovick Architects, PC
Elton Hampton Architects
GMI Architects
Gorman, Richardson, Lewis Architects
Turowski2 Architecture, Inc.

The Committee debated the merits of each of the Statements. After some discussion, on a **motion** by Mr. Goba, **second** by Mr. Daley, the Committee **voted (5-0)** to rank the firms Catlin + Petrovick Architects, PC #1, Bargmann Hendrie + Archetype, Inc. #2, and GMI Architects #3; and to request that these firms attend an interview session with the Committee on February 3, 2015.

There was no other business.

The meeting adjourned at 7:25 PM.

Respectfully submitted,

Thomas Gregory
Assistant Town Administrator

PROJECT

UPDATE: 1/19/16 Permanent Building Committee

OPM: Compass Project Management

Designer: SchwartzSilver (SSA) and Bob Mitchell Associates (BMA)

GC/CM: TBD

Progress Since Last Update:

- The Town successfully negotiated a fee with the selected Designer SchwartzSilver Associates (SSA) from Boston, MA
- The Designer's Fee is \$860,000. This includes Construction Administration, the site survey, and geo-technical engineering. This fee has been added to the Draft Total Project Budget (see attached)
- The project created a Design Phase Working Group consisting of:
 - Compass
 - SSA/BMA
 - Chief Bailey
- The Working Group meets every Thursday 11AM-12:30PM at the Library.
- SSA/BMA met with the Fire Dept. several times in late December and early February to put together the program for the project.
- Initial programming resulted in building size of approx. 22,600 SF.
- The project team is carrying \$500/SF for an estimated SF construction cost based upon input from estimators PM&C and Daedalus. Per the drafted Total Project Budget, after soft costs, there is approximately \$9M left for construction. At \$500/SF this requires a building size of 18,000.
- Following the 1/14/16 meeting the FD was able to reduce program requirements down to near 18,000 SF. The SSA is expected to present conceptual site layout/floor plans at the 1/21 Meeting.
- The FD is working with the Police Dept. to identify the Town's dispatch and radio communication needs and coordinate a solution across projects so that efforts and costs are not duplicated.

Schedule Update:

- The SSA presented a working draft of the Design Phase Schedule (see attached)
- Compass is drafting a Total Project Schedule
- Targeted Design Phase Milestones are as follows:
 - 3/31/16 Complete Schematic Design and Schematic Design Estimate
 - 6/10/16 Complete Design Development and Estimate
 - 5/13/16 Start Construction Documents
 - 9/05/16 Bid Documents available and Start Bid Process
 - 10/17/16 Town Meeting
- The goal for the Working Group is to have a bid in hand prior to the October Town Meeting

Budget Update:

- **Estimated Total Project Budget:** \$12.4M (see attached).
- Compass will prepare and present a Monthly Vendor Invoice Package will presented to PBC starting in February
- SSA's contract has a provision that following the 100 %DD estimate, if the estimated construction cost is over \$9M, then must decide whether to:
 - Direct SSA to reduce the size of the building at no additional cost to meet budget

- Increase the construction budget according to the estimate and in turn increase SSA's fee to 9.5% of the increased budget amount. Currently SSA's fee is 9.5% of \$9M (\$860,000).

Issues or Concerns:

- Working around the existing diesel fuel dispenser
- Temporary Operations costs and location(s)
- Incorporating back-up dispatch capabilities into the program SF.
- Coordinating the communication tower needs and logistics with the police station project

WORKING DRAFT 01/14/16

Total Project Budget

Category	Code	Amount	Notes
OPM Services - Design through Construction	2020	\$ 131,000	Assumes 33% of \$112k design phase fee
OPM - Construction Administration - ESTIMATED	2060	\$ 448,635	Assumes CSM 30 hrs/week for 16 total mos.
PM ST		\$ 579,635	
A/E - Schematic Design	5010	\$ 129,000	15% of \$860k fee
A/E - Design Development	5020	\$ 172,000	20% of \$860k fee
A/E - Construction Documents	5030	\$ 301,000	35% of \$860k fee
A/E - Contract Award/Bidding/Negotiations	5040	\$ 43,000	5% of \$860k fee
A/E - Construction Administration	5050	\$ 215,000	25% of \$860k fee
A/E ST		\$ 860,000	
A/E - Other Reimbursables	6090	\$ 20,000	
A/E ST		\$ 20,000	
Legal Fees		\$ -	Town to provide.
Owner's Insurance		\$ -	Town to provide. Builder's Risk?
MEP/Envelope Commissioning		\$ 75,000	MEP and Envelope; Design and Construction Phase
Site Survey		\$ -	In Design Contract
Geo-tech		\$ -	In Design Contract
Printing		\$ 10,000	Assumes Most bid docs will be done electronically
Permits and Approvals		\$ -	Assumes Town to waive.
Construction Testing & Inspection		\$ 35,000	
Abatement and Monitoring Services		\$ 20,000	
Temp. Operations and Facilities		\$ 300,000	
Moving		\$ 5,000	
Utility Company Fees		\$ 10,000	Electric; gas; water; sewer; fiber backcharges
Other Project Costs		\$ 10,000	Misc. Unforeseen Costs
Administration ST		\$ 665,000	
Construction		\$ 9,800,000	18,000 SF at \$500/SF...INCLUDES ABATEMENT and DEMO COSTS!
Construction ST		\$ 9,800,000	
Furnishings and Equipment	05.01	\$ 250,000	Office furniture; fire support equipment; storage equipment
Communication	05.02	\$ 200,000	Radio; station communication; and washroom equipment
Telephone and Data	05.03	\$ 200,000	Network; PC; wireless; servers; phone system
FFBE/TECH ST		\$ 650,000	
Project Total Excluding Contingencies		\$ 12,774,635	
Construction Contingency	06.01	\$ 490,000	5% of Construction Costs
Owners Project Contingency	06.02	\$ 180,000	2% of Construction Costs
Contingency ST		\$ 670,000	
Project Total - Design and Construction Phases		\$ 13,444,635	

Scenario	\$/SF	SF
SF with \$9M construction cost budget	\$475	18,947
SF with \$9.5M construction cost budget	\$500	19,000
SF with \$9.8M construction cost budget	\$525	17,143
SF with \$9M construction cost budget	\$550	16,364

Scenario	\$/SF	Cost
Construction cost of 22,000 SF Facility	\$475	\$10,430,000
Construction cost of 22,000 SF Facility	\$500	\$11,000,000
Construction cost of 22,000 SF Facility	\$525	\$11,550,000
Construction cost of 22,000 SF Facility	\$550	\$12,100,000

PROJECT

UPDATE: 1/19/16 Permanent Building Committee

OPM: Compass Project Management

Designer: The Carell Group

GC/CM: TBD

Progress Since Last Update:

- The Town successfully negotiated a fee with the selected Designer The Carell Group (Carell) from Hopkinton, MA.
- Designer's Fee is \$680,000. This includes Construction Administration and the site survey. This fee as been added to the Draft Total Project Budget (see attached)
- The project created a Design Phase Working Group consisting of:
 - Compass
 - Carrell
 - Chief Carmichael
 - Deputy Chief MacKenzie
 - Lt. Zanghetti.
- The Working Group meetings every Thursday AM from 9:30-11 at the Library.
- Carell met with the Police Dept. several times in late December and early February to put together the program for the project.
- Initial programming resulted in building size of approx. 15,000 SF.
- The project team is carrying \$500/SF for an estimated SF construction cost based upon input from estimators PM&C and Daedalus. Per the drafted Total Project Budget, after soft costs, there is approximately \$6.6M left for construction. At \$500/SF this requires a building size of 13,200.
- Following the 1/14/16 meeting the PD was able to reduce program requirements down to near 13,000 SF. The Carell Group is expected to present conceptual site layout/floor plans at the 1/21 Meeting.
- The PD is working with the Fire Dept. to identify the Town's dispatch and radio communication needs and coordinate a solution across projects so that efforts and costs are not duplicated.

Schedule Update:

- The Carell Group presented a working draft of the Design Phase Schedule (see attached)
- Compass is drafting a Total Project Schedule
- Targeted Design Phase Milestones are as follows:
 - 2/25/16 Complete Schematic Design and Schematic Design Estimate
 - 2/29/16 Begin Design Development
 - 5/06/16 Complete DD Estimate
 - 5/13/16 Start Construction Documents
 - 8/05/16 Complete CDs
 - 8/08/16 Start Bid Process
 - 9/16/16 Construction Start

Budget Update:

- Total Project Budget: \$9M (see attached).

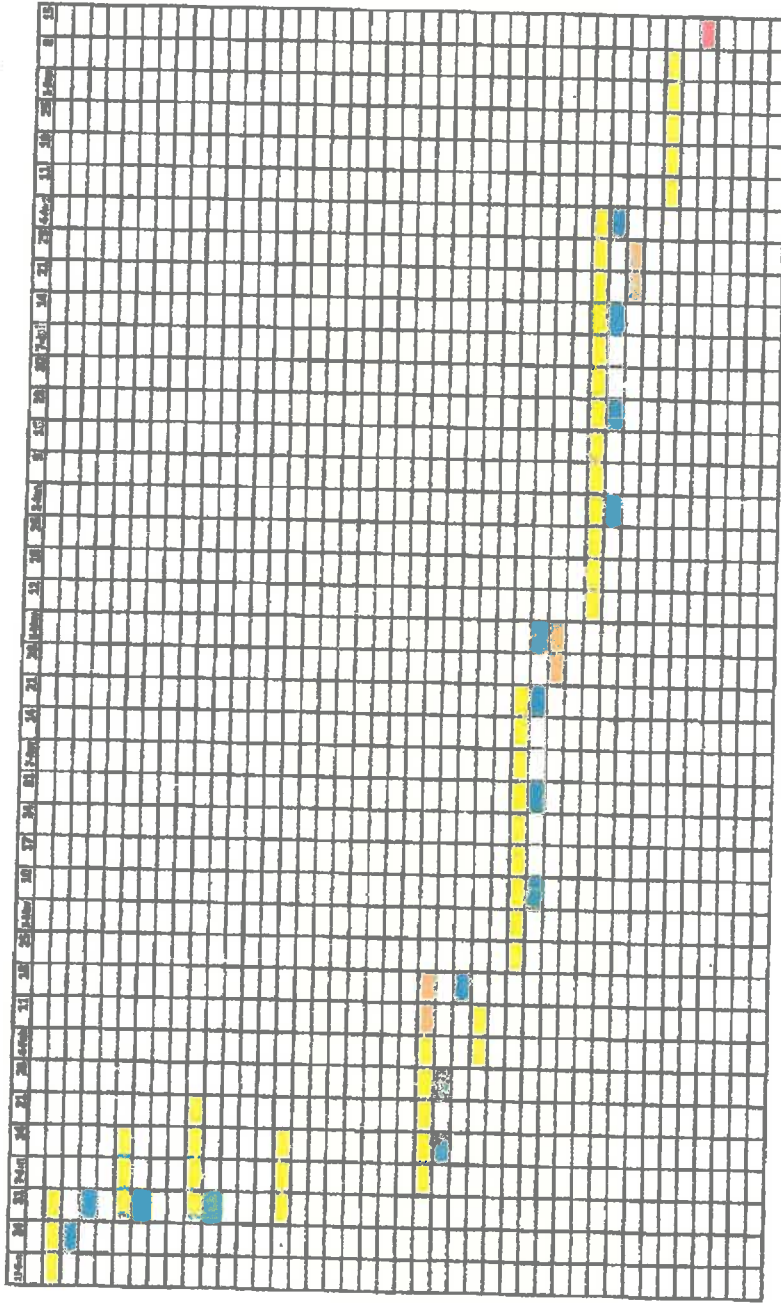
- **Compass will prepare and present a Monthly Vendor Invoice Package will presented to PBC starting in February**

Issues or Concerns:

- **Uncertainty regarding the abandoned in place foundations at the South Street Site and the potential impacts to the police station foundation and site utility layouts.**
- **Team is investigating the suitability of the imported fill for potential use as structural fill. If the fill material cannot be used for structural fill, then it may need to be replaced.**
- **Completion date for the South Street remediation work needs to be finalized and coordinated with the police station project. DEP closeout can take a long time.**

WALPOLE POLICE HEADQUARTERS
Draft Project Schedule 12/29/15

The Caroll Group, Inc.



RECEIVED
DEEDS 3 DIVISION
 COMMUNITY PROJECT
 MANAGER

Total Project Budget

WORKING DRAFT 01/14/16

Special Resource Name	Title	Rate	Quantity	Amount	Notes
DIPM - Services					
	PM ST			\$ 333,000	Design through Construction; includes 20 hr/week ota manager
				\$ 333,000	
A&E - Schematic Design					
				\$ 102,000	
A&E - Design Development					
				\$ 135,000	
A&E - Construction Documents					
				\$ 204,000	
A&E - Contract Award/Bidding/Negotiations					
				\$ 34,000	
A&E - Construction Administration					
				\$ 204,000	
	A&E ST			\$ 680,000	
A&E - Other Reimbursables					
				\$ 20,000	
	A&E ST			\$ 20,000	
Legal Fees					
	03.01			\$ -	Town to provide.
Owner's Insurance					
	03.02			\$ -	Town to provide. Builder's Risk?
MEP/Envelope Commissioning					
	03.03			\$ 60,000	MEP and Envelope; Design and Construction Phase
Site Survey					
	03.04			\$ -	In Design Contract
Geo-tech					
	03.05			\$ 10,000	Town contract with Wilcox and Barton
Printing					
	03.05			\$ 10,000	Assumes Most bid docs will be done electronically
Permits and Approvals					
	03.06			\$ -	Assumes Town to waive.
Construction Testing & Inspection					
	03.07			\$ 80,000	
Abatement and Monitoring Services					
	03.08			\$ -	
Temp. Operations and Facilities					
	03.09			\$ -	
Moving					
	03.10			\$ 10,000	
Utility Company Fees					
	03.11			\$ 20,000	Electric; gas; water; sewer; fiber backcharges
Other Project Costs					
	03.12			\$ 15,000	Misc. Unforeseen Costs
	Administration ST			\$ 353,000	
Construction					
	04.00			\$ 6,000,000	
	Construction ST			\$ 6,000,000	
Furnishings and Equipment					
	05.01			\$ 200,000	Office furniture; training rooms; special police FF&E
Communication					
	05.02			\$ 350,000	Radio Tower and associated equipment; Dispatch; station comm.
Telephone and Data					
	05.03			\$ 200,000	Network; PCs; wireless; servers; phone system
	FF&E/TECH ST			\$ 750,000	
Project Total Excluding Contingencies					\$ 8,580,000
Construction Contingency					
	06.01			\$ 380,000	5% of Construction Costs
Owners Project Contingency					
	06.02			\$ 182,000	2% of Construction Costs
	Contingency ST			\$ 462,000	
Project Total - Design and Construction Phases					\$ 9,042,000

	Cost	SF
SF with \$6.6M construction cost budget	\$475	12,895
SF with \$5.5M construction cost budget	\$500	12,000
SF with \$6.6M construction cost budget	\$525	12,571
SF with \$6.6M construction cost budget	\$550	12,000

	Cost	Cost
Construction cost of 15,000 SF Facility	\$475	\$7,125,000
Construction cost of 15,000 SF Facility	\$500	\$7,500,000
Construction cost of 15,000 SF Facility	\$525	\$7,875,000
Construction cost of 15,000 SF Facility	\$550	\$8,250,000