

Minutes of the Building Commission Meeting

February 9, 2016

4th Floor Conference Room, Town Hall

6:00 p.m.

In Attendance: George Cole, Karen Breslawski, Nate Peck, Building Commission; Dan Bennett, Building Commissioner; Tony Guigli, Project Administrator; Ray Masak, Owner's Project Manager; Kara Brewton, Alison Steinfeld; Planning Department; Mary Ellen Dunn, Ben Lummis; School Department; David Pollak, School Committee; HMFH Architects staff, Shawmut staff, Schwartz Silver Architects staff.

Meeting Minutes

Approval of January 12th meeting minutes deferred to next meeting.

Ninth Elementary School Study – Scope discussion of potential sites – Planning Department

T. Guigli introduced Kara Brewton and Alison Steinfeld from the Planning Department, Mary Ellen Dunn and Ben Lummis from the School Department and David Pollak from the School Committee to review potential sites identified in the ninth elementary school study. G. Cole asked for an update on the study as it currently stands.

D. Pollak stated that after review of the completed study, three sites have been identified for further investigation. D. Pollak added that this investigation will require a balance of in-depth review of the actual school site as well as the design of the school itself. D. Pollak asked the Commission to provide feedback and opinions on how to approach this investigation. A discussion took place regarding the release of a single RFP for initial site selection that would extend through design development in contrast with an RFP to analyze the 3 sites in question separately from a second RFP later on in the process to perform the actual school design once a site is selected. The Building Commission advised the site selection architect best suited for this investigation may not be the same architect that would be best suited for design development once a site is chosen.

D. Pollak asked the Commission the best approach to staffing this process so that a presentation of findings on the 3 sites can be made to the Town in under a year. The Commission stated that a leader needs to be established to clearly define roles so that a specific RFP can be drafted to encompass all aspects of site investigation needed. Legal costs and issues, Geo Tech testing, Environmental/Wetland issues, and Traffic and parking issues were examples of topics for consideration.

K. Brewton updated the Commission on the three sites selected for further review:

- Stop and Shop site on Harvard Ave

- Baker School Campus, potential 2 acres available for development on this existing site. K. Brewton noted that development at this site would have significant impact on the pre-existing school and student population.
- Baldwin School site

D. Pollak elaborated that these 3 sites were chosen from the 6 sites included in the final study recommendation based upon logistics and process of elimination of sites with known pre-existing development issues. G. Cole asked about public involvement in this process. A. Steinfeld stated that a full review and presentation of the final product of this site study should occur before public presentation and involvement occurs.

T. Guigli suggested that the School Department draft an RFP for the site study and then email a copy to the Building Commission for review. A discussion took place regarding the logistics of issuing this RFP and collaboration from the Building Department. M.E. Dunn stated that the RFP for the 9th school site study would come from her office. The Building Department and Building Commission agreed to review and comment on the draft RFP documents.

Edward Devotion School – HMFH Architects, Shawmut Design & Construction

D. Collins from HMFH architects appeared to provide an update on the Devotion School project. The monthly report was presented and reviewed. She stated the deadline for sixty percent completion construction documents for pricing to Shawmut will be met on March 29. Weekly meetings are occurring between Shawmut and HMFH to ensure that the process is moving forward. The MSBA has provided comments on submitted documents to HMFH and HMFH has responded.

T. Guigli discussed the plan for file sub bidders and early release packages. Two GMP's are expected. Pre-qualification is required for both of these packages. It is noted that K. Kaplan from the Commission is a part of the pre-qualification committee for both of these GMPs. A discussion took place regarding the upcoming GMPs. J. Hirst from Shawmut confirmed to the Commission that the schedule is moving appropriately forward to complete these GMPs. D. Collins stated that Value Engineering items remain active in the event they are needed to keep the project on budget. These V.E. items will be finalized and may be incorporated into the sixty percent construction docs due at the end of March.

D. Collins informed the Commission that the various meetings with Town staff and boards and public involvement with the project thus far have been positive and forward moving. She presented to the Commission a design update of elevations and interiors. Design choices will be reviewed at the next Devotion Building Committee meeting. G. Cole suggested that HMFH take into consideration and review past school design choices that have aesthetically aged well.

T. Guigli reminded HMFH and Shawmut that attention to permitting must be kept a priority. J. Hirst reviewed progress thus far with bid package reports and preliminary numbers.

T. Guigli presented Change Order #2 to the Building Commission, an increase in the Shawmut contract for the amount of \$5,029.00 for vertical survey done at the Devotion school this past December. J. Hirst confirmed that the findings from this study showed a differential of up to 2 inches in floor elevations. The purpose of this study was to provide the architect with floor differentials on the interior of the building to ensure correct design of elevations. The architect has built these existing conditions discovered in this vertical survey into their current plans.

Motion made by George Cole to approve Change Order #2 to Shawmut Design for the vertical survey at Devotion school in the amount of \$5,029.00.

Unanimously Approved

Municipal Service Center Renovations

R. Masak appeared to update the Building Commission on the Municipal Service Center Renovations. G. Cole asked for a schedule update. R. Masak stated the project is at 15% completion and remains seriously behind schedule. R. Masak has sent a written request to the architect to produce a new schedule. R. Masak stated that he estimates the project, originally scheduled to last a year, is now 3 months behind. In his opinion the cause of this delay seems to result from the lack of submittals during the early stages of the project which resulted in a delay in sub contracted work. R. Masak and G. Cole agreed that CNI, the contractor on this project, should appear at the next Building Commission meeting to review the schedule. R. Masak stated that the meeting with the Sika representatives went well (slab patching products) and confirmation has been received that all products used on this project are compatible.

Coolidge Corner Library – Schwartz Silver Architects

A. Hyatt from Schwartz Silver Architects appeared to review the feasibility study of the Coolidge Corner library. A discussion took place regarding the Coolidge Corner library and the process used for this study. Schwartz Silver gathered preliminary information based on the current status of the Coolidge Library. A. Hyatt stated that the design of the rooms would be better served to have shorter, spread out book stacks versus the current tall stacks in very small spaces. A. Hyatt noted that based on the current programming at the Coolidge Corner library and lay out needs, approximately 35,000 square feet of space would be necessary. The current Coolidge Corner library space is 22,349 square feet, requiring an increase in 12,000 square feet to meet the current library needs.

A. Hyatt presented four different strategies to address the increased square footage needs.

- Current site: Renovation with basement excavation
- Current site: Large addition added on, with basement excavation. This option would create a multi-level operating library which does change the supervision and staffing costs of the current single floor model.
- Current site: Complete Demo and new structure. Same as above regarding operating costs.

- Alternate site: Centre Street parking lots. This option involves creating a single story library space with parking decks above or below to retain the current parking spaces needed for the local businesses.

G. Cole asked for update on where the project stands. R. Masak stated that the project is in discussion with the Library Trustees. The project is not currently included in the CIP budget, but the study will be presented for further review by the Trustees and Selectmen. A discussion took place regarding the cost of the different options and grants available to help fund the project.

Building Department Projects Status Updates

R. Masak appeared to update the Building Commission on Building Department projects.

- CIP for 2017-Building Envelope, Elevators, Security, Energy Efficiency, Energy Management, Training & Maintenance (Fire), Fire Station Renovations, Classroom capacity (split out leases), 9th school

Town Projects

- MSC Renovation-Upper floor repair ongoing; foundations completed; severe schedule issues addressed earlier in meeting.
- Coolidge Corner Library Feasibility Study (Library)-nearing completion; estimates (including soft costs) developed for options; Public meeting held on January 23, 2016. Presentation of Study earlier in meeting.
- Elevators (Town/Schools)-assessment/schematic design report complete; based on scope/funding issues, Phys Ed and Town Hall elevators to be bid as separate contracts. R. Masak stated that after further research of the elevators at each site, the original budgeted amount of \$150,000 has been increased to \$300,000.
- Roof Repair/Replacement & Building Envelope (Town/Schools) - Schools Phase-going out to bid; Town phase bids opened 2/4/16. R. Masak presented the bid results for the Town phase and requested that the contract to the lowest responsible bidder be awarded, and stated that the bid results are in line with the funds remaining in the CIP line item. R. Masak recommended to the Commission the approval of the contract with MDM engineering for roof and wall exterior projects for the Town in the amount of \$514,900.

Motion made by Nate Peck to approve the contract with MDM Engineering for roof and wall exterior projects in the amount of \$514,900.

Unanimously Approved

- Pool Repointing; Shower Restoration (Rec)-assessment phase (report) nearing completion. Will go out to bid in March.
- Devotion House-restoration of windows ongoing (8 out of 23 windows completed)

- Reservoir Gate House Roof Restoration – Need Committee of 7; RFQ being developed. R. Masak informed the Building Commission that the Reservoir Gatehouse Roof Restoration project is moving forward. G. Cole, N. Peck and K. Breslawski all volunteered to serve on the Committee of Seven for this project.

School Projects

- Devotion Expansion – move planning, GMP, trade contractor prequalification and construction docs underway. Discussed earlier in meeting.

Project Closeout

- Town-Fisher Hill Gate House/Comfort Station; Fire Station 1 Floor; Fire Station 5&6 Life Safety
- Schools-Pierce/Lawrence Elevators; Old Lincoln Renovation/Mechanical Modifications; Pierce Electrical Upgrades.

Meeting adjourned at approximately 8:05 p.m.
Minutes respectfully submitted by Sara Gooding.