

## TOWN HALL BUILDING COMMITTEE

### MINUTES OF MEETING

July 24, 2018

Members Present: Jay Butler – CPC Chair, Allison Jenkins - Selectman, Jean-Pierre Minois - Chairman, Tim Olson, Patrick Reffett, and Mike Toomey

Others Present: Phil Stearns - FinCom Liaison

This meeting was called to order at 5:35 pm at the Hamilton Town Hall.

#### **Approval of Committee Meeting minutes June 7, 2018.**

Motion made by Jean-Pierre Minois to approve the minutes of June 7, 2018.

Seconded by Jay Butler.

Vote: Unanimous in favor.

#### **Committee Business**

Jay Butler noticed the Charter wording did not look correct in that the Committee had nine members rather than seven. Mr. Butler alerted Allison Jenkins who would propose something. Patrick Reffett would follow up. Jean-Pierre Minois wanted to add more members so the minimum quorum would not only be present. Mr. Butler suggested changing the charter to seven members. Michael Madden needed to be removed and Mr. Butler added as members. Mr. Reffett would redline potential changes to be presented back to the Board of Selectmen. Mr. Butler wanted to ensure the public was apprised of the proper information on the website. Mr. Butler thought it made sense to put the Request for Qualifications (RFQ) on the website so residents could understand what was asked of the applicants.

#### **Vertex.**

Vertex indicated that they started as a construction and environment consulting firm in 1995, became an Employee Stock Option (ESOP), were OSHA trained, and had significant experience in troubled projects. The group had been in the Owner's Project Manager (OPM) market for twelve years and was a bonding company consultant before that time, which gave them knowledge to bring projects forward. John Lemieux was a professional engineer and project executive. Mr. Lemieux would see the Town through the bidding process, then step back. Steve Irving was a civil engineer who would be the project manager throughout design construction and close out. Kevin Heffernan, who could not be present, was experienced in town hall renovation projects and would be involved in the constructability phase. Other members of the company had expertise in air quality, environmental, structural, mechanical, electrical, and plumbing as well as experience with insurance and property and casualty work.

The applicants indicated they would assist in designer selection for the feasibility and schematic portions of the project. Vertex would ensure that designers had historical renovation experience and that the subcontractor team selected had worked together before to provide coordination.

Once the feasibility study had been done, Vertex would speak with department heads to determine future needs and ensure the designer would understand what the Town needed versus what the Town wanted. Problems would be identified and answers would align with the money provided to be spent on the project. The designer would consider building for the future as well as understand historic preservation restrictions. The designer would take a hard look at the current conditions for mechanical, electrical, and plumbing as well as space needs to understand hidden items, which would affect the budget.

Phase II would be design development when development pieces (square footage, plumbing HVAC, life and safety) would become harder details. Constructability alternatives such as carpet versus hard wood flooring, furniture, fixtures and equipment would be considered. The budget number should not increase from this point. The Commonwealth required prequalification for projects over \$10M, which should be discussed early.

During the constructability, design development, and construction document stage, Vertex would look at architect drawings and determine areas of mis-coordination and missing items in an effort to avoid change orders. After the review and response by the architect, Construction Documents would be further reviewed before going out to bid. Prequalified firms would receive an invitation to bid. Vertex referred to MGL Chapter 149 and noted that a site walk with the bidding designers would be provided and that Vertex would conduct reference checks.

A representative would be on site every day to record progress and monitor the schedule during construction and to vet the General Contractor's bills. The designer would ensure procurement procedures of prevailing wages. The job would be advertised in Com-Buys, the local newspaper and the Central Register.

The Vertex reps discussed how critical investigating the building would be and that combining modern equipment and current codes might compromise space such as incorporating an elevator and machinery. Budgeting and communication would include dollars, CPA funding, and placeholders such as legal expenses. Communications would include inviting the public into the process and listening to them as well as posting on the Town's website. Pictures, live cameras and a monthly report were other options available.

The structural integrity of the building was a critical issue but an experience designer would be able to work things out and mitigate surprises at a later date. The designer would conduct a needs assessment and do space planning or requirements for additional space. Traffic flow, access, and parking were discussed and a couple of options would be considered.

Electrical and HVAC work would not be done with people occupying the building. Alternatives as to where they would be placed would need to be determined. Tim Olson asked if a rehabilitation project had ever been determined to be undoable as the structure could not handle the improvements. The designer would convey the cost benefit of rehabilitating the existing structure versus building new and would recommend alternative locations, which would as a

result of the feasibility study. The RFQ used to look for a designer would need to specify that the designer consider alternative sites to accommodate town staff and functions.

Hazardous materials, HAZ MAT for paint mold asbestos, pcbs, and light fixtures were as important as the structural baseline. Other issues would be historical information and ADA compliance. A MAAB (Mass Architectural Access Board) waiver could request for the beautiful stairs.

In response to Jean-Pierre's question, Vertex responded that 10 to 12 weeks would be needed to understand the schematic phase with other phases going quicker. Allison Jenkins asked how quickly the budget could be presented to the public as CPA funds were only enough to bond one large project. Vertex responded that 2019 Fall Town Meeting would be appropriate and that prices were increasing 5 to 7% annually. CPA eligible items would be pulled out as a separate line item and bid separately. Ms. Jenkins wondered if the Town Hall could be renovated for a different use and a new Town Hall built. Vertex responded that the solution might be the most economic and wisest decision and the intended Feasibility Study would answer the question.

Future meetings would be weekly in the beginning then every couple of weeks through the options phase then more frequently again. An estimate of total costs could not be provided by 2018 Fall Town Meeting but an update would be possible. An estimate would be likely about three months after the designer contract had been awarded. Plenty of information would be available for 2019 Spring Town Meeting with a complete number by that fall. The HAZ MAT work could be independent of design and Vertex could write a RFQ to advertise for it. Funding for the designer was discussed. Tim Olson noted the Town had money for an OPM, some of which could be used for a designer.

### **Design Technique.**

Lee Sollenberger and John Sayre-Scibona said they had been with the company for 21 and 18 years respectively, four of which Mr. Sayre-Scibona had been owner. He discussed MGL 149 and 149A regarding procurement. Subcontractors would provide individual pricing to the General Contractor who would provide a bid two weeks later. Chapter 149A allowed for a Construction Manager at risk, which he believed was a good way to procure delivery of projects due to extensive renovations. Design Technique would provide forensic studies, help with pricing, assist with constructability, and look at DPW access. The process would cost a little more than design build, but Mr. Sayre-Scibona thought it was worth it. The process would keep the budget down to what Town Meeting agreed to. A General Contractor would be on board during the schematic or designer development phase, allowing them to open up ceilings and walls. The Construction Manager would help figure out costs with the designer. The increased cost would be about a 7% premium. Having a General Contractor involved in the design work would create fewer change orders later and would enhance design options as they look at constructability as a contractor. Most public jobs were Chapter 149 but the last two Design Technique projects were completed under Chapter 149A, which was advantageous.

Jay Butler indicated that he was concerned about the structural integrity of the building and that once a needs survey had been completed, it would be determined that there might be a need for more space than currently existed. Design Technique responded that the feasibility study would determine the conditions and a decision would be based on the outcome of the study. Tim Olson noted the moisture in the basement, which was not used as office space. Patrick Reffett suggested looking at the needs 10 to 25 years in the future. Design Technique responded that a steering committee could be created to consider the future needs of staff then added that an architect could also provide guidance. Design Technique noted the importance of selecting an architect that the Committee could work with and was productive and enjoyable. The architect would be selected after proposals were scored via a worksheet. A HAZ MAT RFP could be issued for investigations for geo-tech and soils to determine early exposure to risks.

Discussion ensued regarding the architect's fee of 10% and how it would be determined if the budget had not yet been determined. It was determined that the budget number would be broken out at the feasibility study level. It was noted that Topsfield had been granted State funding for ADA compliance and handling of contaminated soil.

Workshops, design charrettes, and social media would all be used to ensure that residents were on board with the project. Allison Jenkins noted that only the building envelope was under the purview of the Historic District Commission and not the interior. Ten weeks were needed for the schematic phase and 13 weeks for the architectural phase. A structural engineer might be hired with the designer conducting a peer review of calculations, which was outside the norm as most engineers would want to do their own checks.

The schedule was presented to the Committee. The Town Manager, who would be in control of the contract negotiation, would be brought up to date with a complete package of information. It was noted a good design would be available for 2019 Annual Town Meeting with an estimate prepared by the third week of January. The Committee would need to go to Town Meeting for money for various stages or for the whole design. Construction administration would need new funding. Energy grants might be available from National Grid.

HAZ MAT investigation would cover air quality, mold and mildew, asbestos, and lead paint. Relocation was discussed. The construction documents would be finished by August 2019 with construction starting in October 2020. Using Chapter 149A would not impact the schedule. On-line bidding was discussed. A monthly report that included payments, change orders, construction updates, notes on the construction schedule, and the budget would be submitted to the Committee. The site representative would do a daily report, which would start with a punch list and issues, which would be closed by the end of construction. Every item would be identified with the Town bookkeeper receiving invoices. Weekly construction meetings would be held and reconciliation occurring each month.

Design Technique said their lean and mean company honored historic traditions but wanted to make them functional. Technology would be part of the process. Patrick Reffett as what is the process that DTI employed when something went wrong. Sayre-Scibona responded Design

Technique their protocol would be to find out why the problem occurred, determine how to fix it, and limit the impact to the owner. The six person firm would bring in others to review the documents during the estimation process.

The Committee finished their discussion with Design Technique representatives who left the meeting. The Committee discussed both proposals and firms noting differences and commonalities and that both firms had strengths and could do a good job for the Town.

Mike Twomey discussed a call he had placed to Topsfield representatives who gave a glowing reference for Design Technique who were the OPM for the re-build of Topsfield Town Hall. He discussed issues that Topsfield had experienced as part of the project and how Design Techniques was instrumental in handling them. Members discussed their belief that Design Techniques could best serve the Town given their experience, firm focus and on the strength of the referenced.

Mike Twomey made a motion that the Committee recommend Design Technique as the OPM consultant for the Town.

Jean-Pierre Minois seconded the motion.

Committee Members voted unanimously to accept the motion.

**Adjournment**

Motion made to adjourn at 8:47pm.

Seconded.

Vote: Unanimous in favor.

Prepared by:

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Marcie Ricker

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Attest

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Date