



CDR MAGUIRE

***Police & Fire Station Project
Norfolk, MA
Police & Fire Building Committee
Minutes
of
Building Committee Meeting***

January 25, 2016

Prepared by:

***CDR Maguire Inc.
Andrew Pellegrini***

Issued:

January 27, 2016

**Next Meeting: February 8, 2016 at 4:00 PM
@ Norfolk Town Hall**

Distribution:

Name	Company	Email
<i>George Cronin</i>	Committee Chairman	NINORC1@comcast.net
Jack Hathaway	Town of Norfolk TA	Hathaway@virtualnorfolk.org
<i>Jim Lehan</i>	Town of Norfolk Selectmen Chair	lehan@virtualnorfolk.org
<i>Chuck Stone</i>	Norfolk Police Chief	stone@virtualnorfolk.org
Jon Carroll	Norfolk Deputy Police Chief	carroll@virtualnorfolk.org
<i>Coleman Bushnell</i>	Norfolk Fire Chief	bushnell@virtualnorfolk.org
Pete Petrushik	Norfolk Deputy Fire Chief	petrushik@virtualnorfolk.org
<i>Ray Goff</i>	Town of Norfolk Planner	rgoff@virtualnorfolk.org
<i>Mike Guidice</i>	Town of Norfolk Resident	guidicemp@cdmsmith.com
<i>Brian Humes</i>	Jacunski Humes Architects	Jharchitects.net
Chris Lawson	CDRM	chris.lawson@cdrmaguire.com
<i>Andrew Pellegrini</i>	CDRM	Andrew.Pellegrini@cdrmaguire.com

Bold Italic names were in attendance.

Gen. Cont. Construction is responsible for distribution to Sub-contractors

Architect responsible for distribution to Sub-consultants

Date	Description	Responsible	Required By	Status
Owner Issues				
012516.00	Mr. Cronin called the meeting to order at 4:03 PM	Information		Record
012516.01	Motion to approve the meeting minutes of (N/A at this time as this is the 1 st Official Building Committee Meeting Since the 1-19-16 Vote) By: seconded by: Vote: All were in favor, hearing no further discussion, the motion passed unanimously.	Information		Record
012516.02	The next meeting will be as follows, at 4:00 pm February 8, 2016 @ Norfolk Town Hall	Information		Record
012516.03	Motion to adjourn the meeting at 5:01 PM by Mr. Cronin; hearing no discussion the motion passed unanimously.	Information		Record
Budget				
012516.01	Brian Humes presented a Project Budget dated 1-12-16. Police Budget: \$7,510,630 Fire Budget: \$5,063,130 Brian informed the Committee that the \$3 Million in Renovations at the Fire Dept. were not included in the above numbers as previously discussed prior to the vote on 1-19-16. Mr. Lehan made it clear that in addition to the additions at the Fire Station, a complete new Roof and HVAC System Through-out the Facility at a minimum needed to be included in the Project Scope. Andrew P. w/ CDRM to prepare the Overall Project Budget and report back at the next meeting.	AP w/CDRM	2-8-16	Open
Schedule				
012516.01	Brian Humes discussed that Design should be ready for Bid in the Summer of 2016 and General Contract award in the Fall of 2016. Andrew P. w/ CDRM to prepare a rough overall Schedule for the Project at the next meeting.	AP w/CDRM	2-8-16	Open
Permitting & Utilities				
012516.01	It was discussed that the Norfolk DPW could potentially do site work at the new Police Site and for the additions at the Fire Station. Andrew P. and Jack to discuss with the DPW and report back at the next meeting.	AP/ Jack	2-8-16	Open
Construction Update				
	N/A at this Time.			

ID	Task Mode	Task Name	Duration	Start	Finish	Jan 31, '16							
						W	T	F	S	S	M	T	W
1	✈	Sign Contract w/ Jacunski Humes	11 days	Mon 2/8/16	Mon 2/22/16								
2	✈	Police Detailed Design Documents	40 days	Mon 2/8/16	Fri 4/1/16								
3	✈	Police Construction Documents	80 days	Mon 3/14/16	Fri 7/1/16								
4	✈	DPW Police Site Work	100 days	Mon 4/4/16	Fri 8/19/16								
5	✈	Committee Police Document Review	23 days	Wed 6/1/16	Fri 7/1/16								
6	✈	Advertise Police Project	58 days	Wed 6/1/16	Fri 8/19/16								
7	✈	File Sub Police Bid	22 days	Fri 7/1/16	Mon 8/1/16								
8	✈	General Contractor Police Bid	16 days	Mon 8/1/16	Mon 8/22/16								
9	✈	CDRMaguire DCAMM Review of Low Police GC Bid	11 days	Fri 8/19/16	Fri 9/2/16								
10	✈	Award Police GC Contract	1 day	Wed 9/7/16	Wed 9/7/16								
11	✈	Police Construction	290 days	Thu 9/8/16	Wed 10/18/17								
12	✈	Fire Detailed Design Documents	45 days	Mon 10/3/16	Fri 12/2/16								
13	✈	Fire Construction Documents	86 days	Mon 12/5/16	Mon 4/3/17								
14	✈	Committee Fire Document Review	24 days	Wed 3/1/17	Mon 4/3/17								
15	✈	Advertise Fire Project	59 days	Mon 4/3/17	Thu 6/22/17								
16	✈	DPW Fire Site Work	65 days	Mon 4/3/17	Fri 6/30/17								
17	✈	File Sub Fire Bid	24 days	Mon 5/1/17	Thu 6/1/17								
18	✈	General Contractor Fire Bid	16 days	Thu 6/1/17	Thu 6/22/17								
19	✈	CDRMaguire DCAMM Review of Low Fire GC Bid	11 days	Thu 6/22/17	Thu 7/6/17								
20	✈	Award Fire GC Contract	1 day	Wed 7/12/17	Wed 7/12/17								
21	✈	Fire Construction	267 days	Thu 7/13/17	Fri 7/20/18								

Jan 18

Project: Norfolk Schd 1-28-16 Date: Mon 2/1/16	Task		Inactive Summary	
	Split		Manual Task	
	Milestone		Duration-only	
	Summary		Manual Summary Rollup	
	Project Summary		Manual Summary	
	External Tasks		Start-only	
	External Milestone		Finish-only	
	Inactive Task		Deadline	
	Inactive Milestone		Progress	

Norfolk Police Fire Project

Project Budget Report						
	Approved	Reclass of	Adjusted	Cost	Committed	Variance
	Budget	Budget	Project Budget	Invoiced	To Date	Favorable
				To Date	To Date	(Unfavorable)
Total Budget	14,000,000	0	14,000,000	1,155,182	1,215,348	12,784,652
Cost of Construction	11,438,178	0	11,438,178	1,109,558	1,109,558	10,328,620
Police Station Construction (Inc. 1.1M of Sitework)	5,528,620	0	5,528,620	0	0	5,528,620
Fire Station Constructuion (Inc. 1.2M of Sitework)	4,800,000	0	4,800,000	0	0	4,800,000
Site Improvements (Acres)	0	0	0	0	0	0
Escalation of Construction	0	0	0	0	0	0
Purchase of New Police Property 14 Sharon Ave.	1,109,558	0	1,109,558	1,109,558	1,109,558	0
Site Acquisition & Remediation	0	0	0	0	0	0
Traffic Study/Design	0	0	0	0	0	0
Land Acquisition	0	0	0	0	0	0
Traffic/Road Improvments	0	0	0	0	0	0
Contingencies	741,000	0	741,000	0	0	741,000
Construction	0	0	0	0	0	0
Architectural/Engineering	0	0	0	0	0	0
Owner (6.5% of 11.4M)	741,000	0	741,000	0	0	741,000
Design/Engineering Fees	833,000	0	833,000	33,250	35,000	798,000
Jacunski Humes Arch. (7.0% of 11.4M)	798,000	0	798,000	0	0	798,000
Architectural Services(Feasibility Study)	35,000	0	35,000	33,250	35,000	0
Furniture and Equipment	160,000	0	160,000	0	0	160,000
Design Consultant	0	0	0	0	0	0
Furniture (Low Allowance)	140,000	0	140,000	0	0	140,000
Appliances (Allowance)	20,000	0	20,000	0	0	20,000
Computers & Technology	208,822	0	208,822	0	0	208,822
Phones, Network & Computers (Low Allowance)	100,000	0	100,000	0	0	100,000
Cameras & Security (Low Allowance)	108,822	0	108,822	0	0	108,822
Communication Equipments (See Metacommet Regional Budget)	0	0	0	0	0	0
Design Coordination	0	0	0	0	0	0
Dispatch Consoles	0	0	0	0	0	0
Radio Equipment, Tower, etc.	0	0	0	0	0	0
Building Equipment	0	0	0	0	0	0
Misc. Equipment (Finger Printing, Fire Arms Training, etc.)	0	0	0	0	0	0
Maintenance Equipment	0	0	0	0	0	0
Additional Project Costs	619,000	0	619,000	12,374	70,790	548,210
Surveying	0	0	0	0	0	0
Geotech/Environmental/HAZMAT	0	0	0	0	0	0
Wetland Delineation/Permitting	0	0	0	0	0	0
Cable TV Wiring	0	0	0	0	0	0
Cost Estimating	0	0	0	0	0	0
Zoning Approvals/Historical	0	0	0	0	0	0
PD/ FD Testing at Construction/Peer Review Allowance	40,000	0	40,000	0	0	40,000
PD/ FD Printing/Bidding Expense Allowance	25,000	0	25,000	0	0	25,000
PD/ FD Advertising Allowance	15,000	0	15,000	0	0	15,000
PD/ FD Legal Allowance	50,000	0	50,000	0	0	50,000
PD/ FD Project Management (3.5% of 11.4M)	399,000	0	399,000	12,374	70,790	328,210
HVAC Commissioning	0	0	0	0	0	0
PD/FD Utilities Allowance (Gas, Electric, Water, Phones, Internet/ Ca	75,000	0	75,000	0	0	75,000
PD Moving/ Relocation Costs	15,000	0	15,000	0	0	15,000
Clerk (Part of Project Management above)	0	0	0	0	0	0
Permits (Waived)	0	0	0	0	0	0
Municipal Bonding Costs	0	0	0	0	0	0