



Approved 9/20/16

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

August 16, 2016

Prepared by:

CDR Maguire Inc.
Andrew Pellegrini

Issued:

August 22, 2016

Next Meeting: September 13, 2016 at 4:00 PM
@ Norfolk Town Hall

Distribution:

Name	Company	Email
<i>George Cronin</i>	Committee Chairman	NINORC1@comcast.net
<i>Jack Hathaway</i>	Town of Norfolk TA	jhathaway@norfolk.ma.us
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<i>Matt Haffner</i>	Town of Norfolk Facilities	haffner@norfolk.k12.ma.us
<i>Brian Humes</i>	Jacunski Humes Architects	bhumes@Jharchitects.net
Dan Wall	RDK Engineers	dwall@rdkengineers.com
<i>Andrew Pellegrini</i>	CDR Maguire	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				
081616.00	<i>Mr. Cronin called the meeting to order at 4:10 PM</i>	<i>Information</i>		<i>Record</i>
081616.01	<i>Motion to approve the meeting minutes of June 14, 2016. By: Mr. Hathaway seconded by: Mr. Guidice Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i>	<i>Information</i>		<i>Record</i>
081616.02	The next meeting will be as follows, at 4:00 pm September 13, 2016 @ Norfolk Town Hall	<i>Information</i>		<i>Record</i>
081616.03	<i>Motion to adjourn the meeting at 5:31 PM by Mr. Hathaway; hearing no discussion the motion passed unanimously.</i>	<i>Information</i>		<i>Record</i>
Budget				
052416.01	<i>Motion to approve the current layout plans dated May 24, 2016 for a Design Development Estimate. By: Mr. Lehan seconded by: Mr. Hathaway Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i> 6-14-16 Brian sent the current plan to the Estimator. The Estimator has a back-log of 4-6 weeks. Brian has discussed that he will be proceeding with the Police Design at JHA's risk and will make modifications, if necessary when the DD Estimate comes back from the Estimator. 8-16-16 Brian Humes presented a Project Budget sheet dated 8-4-16. Police Budget: \$8,326,445 includes \$2Million for the Metacommet, \$104,854 for escalation, \$332,869 Contingency, and \$1,231,347 for Site Work. JHA to complete one more Construction Document Estimate. Fire Budget: \$4,800,000.	<i>JHA</i>		<i>Open</i>
061416.01	<i>Motion to approve Not to Exceed \$5,000 for Andrew P. to procure a Survey at 14 Sharon Ave. By: Chief Bushnell seconded by: Mr. Hathaway Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i> 8-16-16 Andrew P. procured Precision Land Surveying (PLS) to perform the scope of work for \$3,500. The Survey was completed on 8-1-16 and sent to JHA.			<i>Closed</i>
081616.01	<i>Motion to approve the following Invoices: PLS Inv. 16-198 for \$3,500</i>			<i>Record</i>

	<p><i>JHA Inv. 16230 for \$29,050</i> <i>JHA Inv. 16164 for \$37,350</i> <i>JHA Inv. 16202 for \$60,175</i> <i>CDRM Inv. 13 for \$6,700</i> <i>CDRM Inv. 14 for \$6,761.80</i> <i>By: Mr. Hathaway</i> <i>seconded by: Mr. Cronin</i> <i>Vote: All were in favor, hearing no further discussion,</i> <i>the motion passed unanimously.</i></p>			
Schedule				
042516.01	<p>Jacunski Humes is pushing to be complete with Design Development by the end of May 2016.</p> <p>5-16-16 Brian Humes presented new Lay-out plans dated May 12, 2016. The latest plan included a larger Mechanical space, 4 Jail Cells, etc. Andrew P. and the Police Chiefs to review these plans and report back to Brian Humes with any lay out changes.</p> <p>5-24-16 Brian Humes presented the following plans dated May 24, 2016 A1.0, A1.1, A3.0, A3.1, A3.2 & A4.3. The current plan shows (5) Jail Cells, new Patrol/ Report Writing Room, new Sergeants office, new General Office, new Lieutenants Office, etc. The Second Floor plan moved the Regional Communications Equipment Room to the left side of the Dispatch Area. Norfolk Police to have an IT Room at one end of the Space.</p> <p>6-14-16 Brian Humes presented plans A-1.0 & A-1.1 both dated 6-13-16. The Facilities Director Matt has Storage concerns. JHA, Andrew P., and the Police Chiefs will work outside of this meeting to add a Storage Room near the Elevator on the 2nd fl.</p> <p>8-16-16 The storage closet was added on the 2nd fl. near the Elevator. Brian Humes was in agreement that by October 15, 2016 there will be a complete set of Construction Documents ready for bid. There were some discussions regarding a Planning and Zoning submission, which will require further discussion at the next meeting. Another factor should be Town/ OPM review of the 100% contract documents.</p>			
		<i>JHA</i>		<i>Open</i>
Design Items				
081616.01	<p>Brian Humes presented a 15 page (plus 2 excel tables of RDK Loading Calculations) Mechanical Electrical and Plumbing & Fire Protection detailed Narratives for the Building Systems. Brian also presented the following Police Plans dated 8-16-16; C0.1thru C0.6, A1.0, A1.1, F3.1, F3.2, SA1.0, SA1.1, FP000, FP200, FP201, FP600, FP601, P000, P200U, P200, P201, P600, P700, H200, H201, E700. Matt the Facilities Director discussed having the Generators on the far right of the Building possibly behind the Police Car Port. RDK to investigate and if need be a meeting to be set up. Peter</p>	<i>JHA/RDK</i>		<i>Open</i>

	the Electrical Inspector discussed the option of having two separate services under 1000amp in lieu of the 1200amp service to avoid GFI requirements when the service is over 1000amps. RDK to investigate and if need be a meeting to be set up. Also, Brian presented a colored rendering of front elevation of the new Police Station.			
051616.01	The Electrical Inspector was in attendance at the meeting. Mr. Bain wanted to confirm that Critical Operation Power System Requirements are clear in the Design of the Metacomet Regional and Police Electrical systems. Things like MI Cable, etc. will need to be clear on the Construction Documents prior to bidding. A recent Police facility in Medfield, MA experienced these issues and could be a source of lessons learned as the Norfolk Police Electrical Design moves forward.	RDK		Open
022216.03	Mr. Bullock discussed moving the new Apparatus Bay at the Fire Station back off the Road 10 or more feet. JHA to address during the Fire Renovation Design.	JHA		Open
Permitting & Utilities				
051616.01	IT Director Michael Yang discussed Fiber from the Town Hall to the new Police Station. Mike to get a quote for this work. The plan would be to run this Fiber with the Metacomet State 911 Regional project which includes running Fiber from the existing Norfolk Public Safety Building to the new Police Station. The Regional Fiber work start is pending a Budget Modification with State 911. 5-24-16 Mike is in the process of getting a Fiber Proposal and will forward to Andrew P. when it is submitted. 6-14-16 Comm-Tract Bid No. Norfolk TH-PS-V.01 dated May 19, 2016 in the amount of \$62,400 to Install a Fiber line from the Town Hall to the new Police Station at 14 Sharon Ave. No action at this time. Committee members to review outside of this meeting and report back. 8-16-16 Fiber quote on hold. Further discussions to take place at the next meeting.	Committee		Open
Construction Update				
	N/A at this Time.			