



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

September 20, 2016
Prepared by:

CDR Maguire Inc.
Andrew Pellegrini

Issued:
September 26, 2016
Next Meeting: **October 18, 2016 at 4:00 PM**
@ Norfolk Town Hall

Distribution:

Name	Company	Email
<i>George Cronin</i>	Committee Chairman	croninoil@verizon.net
<i>Jack Hathaway</i>	Town of Norfolk TA	jhathaway@norfolk.ma.us
<i>Jim Lehan</i>	Town of Norfolk Selectmen Chair	jlehan@norfolk.ma.us
<i>Chuck Stone</i>	Norfolk Police Chief	cstone@norfolk.ma.us
<i>Jon Carroll</i>	Norfolk Deputy Police Chief	jcarroll@norfolk.ma.us
<i>Coleman Bushnell</i>	Norfolk Fire Chief	cbushnell@norfolk.ma.us
Pete Petrushik	Norfolk Deputy Fire Chief	ppetrushik@norfolk.ma.us
<i>Ray Goff</i>	Town of Norfolk Planner	rgoff@norfolk.ma.us
Mike Guidice	Town of Norfolk Resident	guidicemp@cdmsmith.com
<i>Robert Bullock</i>	Town Building Commissioner	rbullock@norfolk.ma.us
<i>Susan Jacobson</i>	Town of Norfolk	sjacobson@norfolk.ma.us
<i>Matt Haffner</i>	Town of Norfolk Facilities	haffner@norfolk.k12.ma.us
<i>Brian Humes</i>	Jacunski Humes Architects	bhumes@Jharchitects.net
<i>Andrew Whitehouse</i>	Jacunski Humes Architects	awhitehouse@Jharchitects.net
<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				
092016.00	<i>Mr. Cronin called the meeting to order at 4:09 PM</i>	<i>Information</i>		<i>Record</i>
092016.01	<i>Motion to approve the meeting minutes of August 16, 2016. By: Mr. Lehan seconded by: Chief Stone Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i>	<i>Information</i>		<i>Record</i>
092016.02	<i>The next meeting will be as follows, at 4:00 pm October 18, 2016 @ Norfolk Town Hall</i>	<i>Information</i>		<i>Record</i>
092016.03	<i>Motion to adjourn the meeting at 5:10 PM by Mr. Hathaway; hearing no discussion the motion passed unanimously.</i>	<i>Information</i>		<i>Record</i>
Budget				
092016.01	Mr. Lehan is concerned that the total Contingency of \$1,237,087 presented at today's meeting needs to be broken down to Police and Fire to avoid later financial confusion during the Construction.	<i>Committee</i>		<i>Open</i>
052416.01	<p><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></p> <p>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.</p> <p>8-16-16 Brian Humes presented a Project Budget sheet dated 8-4-16. <u>Police Budget:</u> \$8,326,445 includes \$2Million for the Metacomet, \$104,854 for escalation, \$332,869 Contingency, and \$1,231,347 for Site Work. JHA to complete one more Construction Document Estimate. <u>Fire Budget:</u> \$4,800,000.</p> <p>9-20-16 Project Budget Worksheet was presented that contained the following information: <u>Police Budget:</u> \$5,776,855 <u>Metacomet Regional 911:</u> \$1,949,590 <u>Fire Budget:</u> \$4,200,000. <u>Police & Fire Contingency:</u> \$1,237,087 <u>Total Project Cost:</u> \$14,000,000 after State 911</p>	<i>JHA</i>		<i>Open</i>

reimbursement of \$1,949,590 for Build-Out of the Metacommet Dispatch.				
<i>Schedule</i>				
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> <p>9-20-16 Brian Humes dicussed having Police Station Plans and Specifications ready for bid by the end of October 2016, Bids expected by Christmas of 2016, January 2018 Police Move-In to 14 Sharon Ave., Fire Design talks to begin in the Spring of 2017, and the Fire Bid to happen in the Fall of 2017.</p>			
<i>Design Items</i>				
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</p>			

	<p>be a meeting to be set up. Peter 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.</p> <p>9-20-16 Brian Humes discussed the following items with the Committee:</p> <ol style="list-style-type: none"> 1) Committee agrees to have metal panels on the entire front and Sharon Ave. Elevations. Color of panels to be medium to dark gray with a Blue stripe at the 2nd fl. Window level. Split-face Block to be coordinated with Building Colors. Rear of Building and Sallyport Elevations will remain existing Metal Siding due to Budget concerns. 2) There will be (2) Generators. One will be solely for the 2nd Fl. Metacommet 911 Dispatch and funded by State 911. The second will be for the entire Building for Redundancy and funded by Norfolk. 3) The Base bid will be Norfolk Police and Alternate #1 will be the Build-Out of the Metacommet Dispatch. 	<i>JHA</i>		<i>Open</i>
<i>051616.01</i>	<p>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 Metacommet 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.</p>	<i>RDK</i>		<i>Open</i>
<i>022216.03</i>	<p>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.</p>	<i>JHA</i>		<i>Open</i>
Permitting & Utilities				
<i>051616.01</i>	<p>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 Metacommet 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.</p> <p>5-24-16 Mike is in the process of getting a Fiber Proposal and will forward to Andrew P. when it is submitted.</p> <p>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</p>			

	<p>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.</p> <p>8-16-16 Fiber quote on hold. Further discussions to take place at the next meeting.</p> <p>9-20-16 Fiber was discussed and Mike Yang gave the Committee the benefits of the Fiber Installation. This is on hold for now.</p>	<i>Committee</i>		<i>Open</i>
<i>092016.01</i>	<p>Discuss Septic Concerns with the Sharon Ave. Association Representative Mike S. outside of the Committee meeting.</p>	<i>Ray/ Jack</i>		<i>Open</i>
<i>092016.02</i>	<p>Andrew P. of CDRM and a Representative from Jacunski Humes will attend the next Planning Board meeting on October 11, 2016 at 7pm.</p>	<i>AP/ Brian H.</i>		<i>Open</i>
<i>092016.03</i>	<p>Town to discuss with a local Trade School the Survey of the Town owned Water Tank Property lot that abuts 14 Sharon Ave.</p>	<i>Jack/ Matt</i>		<i>Open</i>
<i>Construction Update</i>				
	N/A at this Time.			