



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

October 18, 2016

Prepared by:

CDR Maguire Inc.
Andrew Pellegrini

Issued:

October 21, 2016

Next Meeting: To Be Determined
@ Norfolk Town Hall

Distribution:

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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				
101816.00	<i>Mr. Cronin called the meeting to order at 4:07 PM</i>	<i>Information</i>		<i>Record</i>
101816.01	<p><i>Motion to approve the meeting minutes of October 4, 2016.</i> <i>By: Mr. Guidice</i> <i>seconded by: Chief Bushnell</i> <i>Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i></p>	<i>Information</i>		<i>Record</i>
101816.02	<p>The next meeting will be as follows, at: <i>To Be Determined</i></p>	<i>Information</i>		<i>Record</i>
101816.03	<p><i>Motion to adjourn the meeting at 5:13 PM by Mr. Cronin; hearing no discussion the motion passed unanimously.</i></p>	<i>Information</i>		<i>Record</i>
Budget				
092016.01	<p>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.</p>	<i>Committee</i>		<i>Open</i>
052416.01	<p>Motion to approve the current layout plans dated May 24, 2016 for a Design Development Estimate. <i>By: Mr. Lehan</i> <i>seconded by: Mr. Hathaway</i> <i>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>			

	<p>reimbursement of \$1,949,590 for Build-Out of the Metacomet Dispatch. 10-4-16 The Committee is looking forward to the 3rd estimate from JHA. 10-18-16 Brian H. said that 3rd and final construction document estimate would be presented to the Committee sometime in early November 2016.</p>	<i>JHA</i>		<i>Open</i>
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> <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> <p>10-4-16 Same as above.</p> <p>10-18-16 Brian H. discussed the 100% Construction Documents now being ready by mid-November 2016. This will change opening GC Bids prior to Christmas. The Committee, CDR Maguire, and Norfolk Building</p>	<i>JHA</i>		<i>Open</i>

	Dept. need time to review the documents, once presented by JHA prior to the bid process.			
Design Items				
101816.01	<p>Motion to approve the Color Rendering presented by JHA today 10-18-16. Building will have Silver/ Gray Metal Panels with the Blue Stripe as shown and Brownish Red colored split faced block at the front and street side Elevations.</p> <p>By: Mr. Lehan seconded by: Mr. Guidice Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</p>			Closed
101816.02	<p>Bollards at the Motorcycle Parking to be sleeved bollards for snow piling, etc. JHA to review Handicap Ramp location at the front main entrance of the Building. The Committee is concerned the current layout is too accessible for vehicles.</p>	JHA		Open
101816.03	<p>RDK was present at an earlier today Metacomet Operations meeting in Wrentham. It was discussed that RDK would research a manual switch option at the Generators in the event that one Generator did not work in an emergency. RDK to investigate options and estimate of the cost for this switch.</p>	JHA/ RDK		Open
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; C0.1 thru 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 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. 			

	<p>2) There will be (2) Generators. One will be solely for the 2nd Fl. Metacomet 911 Dispatch and funded by State 911. The second will be for the entire Building for Redundancy and funded by Norfolk.</p> <p>3) The Base bid will be Norfolk Police and Alternate #1 will be the Build-Out of the Metacomet Dispatch.</p> <p>10-4-16 The following items were discussed and confirmed by the Committee:</p> <p>1) Entire front Elevation of the Building to be insulated metal panels and new masonry, including at (2) Sally Port Doors. Rain Gutters and downspouts to be removed and replaced with new at all locations.</p> <p>2) Motion to have (1) Generator for the Norfolk Police 1st fl. and 2nd fl. IT Room load only. The 2nd Generator will be for the 2nd fl. only and is part of the Metacomet Regional Project. The Committee would like to know the cost difference between a Diesel and a Propane Generator and how big the underground tank would be if a Propane Generator is part of the Bid. A Tap Box to be part of the Base Bid somewhere at the Electrical Room outside wall for a temporary Generator on wheels to plug into, in the event that the permanent Generator is not functioning. By: Mr. Hathaway seconded by: Mr. Lehan Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</p>			
	<p>3) The Alternate list for the Police Bid will be as follows:</p> <p>A) Metacomet Build-Out.</p> <p>B) Insulated Metal Panels at the rear of the Building and Sally Port Entrance Elevation from Ground to Roof. No Blue Stripe on either Elevation.</p> <p>C) Car Port on either side of Police Sally Port Access Rd.</p> <p>4) The Committee would like to confirm that Building will be Solar Ready as part of the base bid. I.E. spare conduit from the Transformer, space in the Electrical Room, etc.</p> <p>5) Condenser location was discussed. Currently it is shown near the Sally Port. The Committee would like to know the thought behind this being the location. Could they be installed behind the Electrical Room at the back of the Building to save money on Electrical wiring, refrigerant piping, etc. Snow on the Roof is obviously a possible issue, but a canopy off the Building or a small carport like structure above the Condensers</p>			

	<p>for weather protection could be installed as part of the Bid or after Construction is complete.</p> <p>6) The Committee is concerned that the new Energy Code is going into effect on January 1, 2017 in MA. How will this affect the Design/ Permitting process when the General Contractor files for a permit which will most likely be after 1-1-17. Design team to review and respond.</p> <p>10-18-16 The Condenser Pad has been moved to the back of the Building. There is still concern of snow/ice and ability for vehicles to get behind the Building. Roof Snow Guards and Potential Enclosures were discussed for Condenser Protection and vehicle, sidewalk plows or bobcat access.</p>	<i>JHA/ Committee</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 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.</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>
<i>Permitting & Utilities</i>				
<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 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.</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 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> <p>10-4-16 No action at this time pending the 3rd Estimate from JHA and Budget concerns.</p> <p>10-18-16 Same as above.</p>	<i>Committee/</i>		<i>Open</i>

		<i>JHA</i>		
<i>092016.01</i>	Discuss Septic Concerns with the Sharon Ave. Association Representative Mike S. outside of the Committee meeting. 10-4-16 Discussions are ongoing. Police Dept. to forward a letter to Andrew P./ GGD with the amount of occupants that will be in Building for DEP submission. 10-18-16 Letters from the Norfolk Police Dept. and Metacomet were forwarded to JHA/ GGD. GGD to submit variance paperwork to DEP. Conversations still need to be discussed and finalized with the Sharon Ave. Park Owner.	<i>Jack/ Ray</i>		<i>Open</i>
<i>092016.02</i>	Andrew P. of CDRM and a Representative from Jacunski Humes will attend the next Planning Board meeting on October 11, 2016 at 7pm. 10-4-16 Police Plan Discussion is on the Agenda for Tuesday 10-11-16 at 7pm. 10-18-16 The Planning Board Presentation has been moved to 11-10-16. Brian H. is coordinating a Design Review Committee meeting by 10-27-16.	<i>JHA</i>		<i>Open</i>
<i>092016.03</i>	Town to discuss with a local Trade School the Survey of the Town owned Water Tank Property lot that abuts 14 Sharon Ave. 10-4-16 Betsy from Planning got the Water Tank Rd plans to Matt and Andrew P. Andrew P. forwarded them to Nate from GGD (Civil Engineer). For Design purposes the Committee would like an 18' wide Access Rd and confirmation that the water tank rd. is 18' wide. 10-18-16 JHA is showing a 15' wide Access Rd. on the Plan. JHA to update as an 18' Rd. JHA to move Access Rd. entrance to the Sally-Port towards the front of the Building due to existing slope conditions. Also, move Alternate #1 Car-port towards the front of the Building.	<i>JHA</i>		<i>Open</i>
<i>100416.01</i>	Axiom performed a walk-thru at the Fire Station today. Axiom will be forwarding Andrew P. a proposal to perform Lead, Asbestos, etc. testing to the current materials in the Building for the Committee to review and approve. <i>10-18-16 Axiom Proposal#W1016-16 was submitted to Matt in the amount of \$7,025. Motion to approve Not to Exceed \$8,000 for Andrew P. and Matt to coordinate Hazardous Materials Survey at the Fire Station. By: Mr. Hathaway seconded by: Mr. Lehan Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i>			<i>Closed</i>
<i>100416.02</i>	Matt had a sample of Metal Siding Powder coated. The			

	<p>Powder Coat warranty is 10 years which is a concern of the Committee. The cost to Powder Coat the rear and Sally Port Entrance Elevation metal panels is \$13,000, but this does not include the labor to remove and replace the panels.</p> <p>10-18-16 This item is on hold pending JHA 100% Document submission to the Committee.</p>	<i>Committee</i>		<i>Open</i>
<i>100416.03</i>	<p>Per Bob's email on 9-21-16 the Design Review Committee will need to review the Police Plans prior to bid. Mr. Cronin is concerned that this was not brought up before and could potentially delay the bid process. Planning meeting is this coming Tuesday 10-11-16 and a meeting will be set up with the Design Review Committee sometime in the near future after this meeting, if need be. The critical item is completing the construction design documents at this time.</p> <p>10-18-16 This item is being Closed as the same item is being tracked above in meeting minute 092016.02.</p>			<i>Closed</i>
<i>Construction Update</i>				
	N/A at this Time.			