



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

January 3, 2017
Prepared by:

CDR Maguire Inc.
Andrew Pellegrini

Issued:
January 6, 2017
Next Meeting: **February 28, 2017**
3pm @ 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				
010317.00	<i>Mr. Cronin called the meeting to order at 4:10 PM</i>	<i>Information</i>		<i>Record</i>
010317.01	<i>Motion to approve the meeting minutes of October 18, 2016. By: Chief Bushnell seconded by: Chief Stone Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i>	<i>Information</i>		<i>Record</i>
010317.02	<i>The next meeting will be as follows, at 3:00 PM: February 28, 2017</i>	<i>Information</i>		<i>Record</i>
010317.03	<i>Motion to adjourn the meeting at 5:56 PM by Mr. Cronin; hearing no discussion the motion passed unanimously.</i>	<i>Information</i>		<i>Record</i>
Budget				
010317.01	<i>Motion to approve Not to exceed \$1,500 to use Project Dog Electronic Bidding for the Upcoming Police/ Metacomet Dispatch Bid. By: Mr. Hathaway seconded by: Mr. Lehan Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i>			<i>Record</i>
010317.02	<i>Motion to approve Mr. Hathaway to pay bills outside of the Committee Meetings and Report back to the Committee at the following Meeting with any Bills that were Paid per the new MA Municipal Regulations. By: Mr. Lehan seconded by: Chief Stone Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i>			<i>Record</i>
092016.01	<i>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. 1-3-17 As of today the JHA Project Budget Sheet is showing a Project Contingency of \$199 which is not going work. The Committee is hoping for favorable bids and is going to explore other finance options to make the Project funding work.</i>	<i>Committee</i>		<i>Open</i>
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>			

	<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 reimbursement of \$1,949,590 for Build-Out of the Metacomet Dispatch.</p>			
	<p>10-4-16 The Committee is looking forward to the 3rd estimate from JHA.</p> <p>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> <p>1-3-17 Brain H. presented a Project Budget Worksheet dated 1-3-17 based on the 3rd Design Estimate that contained the following information: <u>Police Budget:</u> \$6,413,743 (Inc. \$290,737 Estimating Contingency which will likely be used for DPW Site Work Costs) <u>Metacomet Regional 911:</u> \$1,929,574 <u>Fire Budget:</u> \$4,800,000 <u>Soft Costs:</u> \$2,786,058 <u>Police & Fire Contingency:</u> \$199 <u>Total Project Cost:</u> \$14,000,000 not Including Metacomet Dispatch</p>			<i>Record</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 Dept. need time to review the documents, once presented by JHA prior to the bid process.</p> <p><i>1-3-17 Motion to Proceed with the Police Project/ Metacommet Dispatch Build-Out Bid.</i> <i>By: Chief Bushnell</i> <i>seconded by: Mr. Lehan</i> <i>Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</i></p> <p><i>1-3-17 Motion to Proceed with the Police Project/ Metacommet Dispatch Build-Out Bid on January 25, 2017. Brian H. to update Plans and Specifications no later than January 18, 2017 and submit them to the Committee for a week Review. Pending no issues the bid period will start on January 25, 2017.</i> <i>By: Mr. Lehan</i> <i>seconded by: Chief Bushnell</i></p>			<p><i>Closed</i></p>

	Vote: All were in favor, hearing no further discussion, the motion passed unanimously.			
Design Items				
010317.01	Motion to proceed with a Wet Sprinkler System (Building & Sally-Port) through-out the new Police Facility at 14 Sharon Ave. By: Mr. Hathaway seconded by: Mr. Lehan Vote: All were in favor, hearing no further discussion, the motion passed unanimously.	JHA/ RDK		Open
101816.02	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. 1-3-17 Plans have been updated with sleeved bollards at Motorcycle Parking and bollards have been added at the front entrance to the Building.			Closed
101816.03	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. 1-3-17 No update to date from the A/E team on this item.	JHA/ RDK		Open
081616.01	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. 9-20-16 Brian Humes discussed the following items with the Committee: 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 2 nd fl. Window level. Split-face Block to be coordinated with Building Colors.			

	<p>Rear of Building and Sallyport Elevations will remain existing Metal Siding due to Budget concerns.</p> <ol style="list-style-type: none"> 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. 3) The Base bid will be Norfolk Police and Alternate #1 will be the Build-Out of the Metacomet Dispatch. <p>10-4-16 The following items were discussed and confirmed by the Committee:</p> <ol style="list-style-type: none"> 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. 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. 			
	<p>By: Mr. Hathaway seconded by: Mr. Lehan Vote: All were in favor, hearing no further discussion, the motion passed unanimously.</p> <ol style="list-style-type: none"> 3) The Alternate list for the Police Bid will be as follows: <ol style="list-style-type: none"> A) Metacomet Build-Out. 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. C) Car Port on either side of Police Sally Port Access Rd. 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. 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 			

	<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> <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> <p>1-3-17 Fiber is on hold pending Project Budget Concerns at this time.</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> <p>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.</p> <p>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.</p> <p>1-3-17 Discussions are on-going with the Town and Property Owners in the Shire/ Sharon Ave. Association. GGD was in the process of submitting a sewer flow of 1,058 Gallons to DEP in late December.</p>	<i>Jack/ AP/ Ray</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> <p>10-4-16 Police Plan Discussion is on the Agenda for Tuesday 10-11-16 at 7pm.</p> <p>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.</p> <p>1-3-17 The Design Review Committee met in late November 2016. The Planning Board Approved the Police Project in mid-December 2016 pending JHA submittal of updated civil plans and waivers to the Planning Board prior to the next Planning meeting in January. Brian H. presented a list of waivers and updated Civil plans to the Committee and also submitted them to the Planning Board tonight.</p>			<i>Closed</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> <p>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.</p> <p>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</p>			

	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. 1-3-17 Brian H. submitted updated Civil plans and waivers to the Committee/ Planning Board tonight.			<i>Closed</i>
100416.02	Matt had a sample of Metal Siding Powder coated. The 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. 10-18-16 This item is on hold pending JHA 100% Document submission to the Committee. 1-3-17 Based on the Planning Board Recommendation that the Police Building should have the same Color/ Siding on all four sides of the Building, Powder Coating is not needed and this item is Closed.			<i>Closed</i>
Construction Update				
	N/A at this Time.			