

TOWN OF SEEKONK
DEPARTMENT OF PUBLIC WORKS BUILDING COMMITTEE

DATE: Tuesday, January 10, 2023

TIME: 4:00 p.m.

**PLACE: Board of Selectmen Meeting Room
Seekonk Town Hall
100 Peck Street
Seekonk, MA 02771**

MEETING MINUTES

Present: John Pozzi, Chairman, Mike Gagne, Michelle Hines, Kevin Hurst

Absent: Edward Monigan

Also Present: Shawn Cadime, Town Administrator, Carol Ann Days, Assistant Town Administrator, David Cabral, DPW Director, Dan Tavares, CGA Project Management (OPM), Marybeth Carney, CGA

Call to Order: Chairman John Pozzi opened the Building Committee meeting 4:02 PM, which was seconded by M. Gagne. Vote was unanimous.

I. General Discussion with the OPM including high level project schedule

- A. The Owners Project Manager (OPM) report, with the Project Management Team cell phone numbers was distributed. The report was presented by Dan Tavares, who thanked the committee for selecting CGA and the opportunity to assist the town in building a new DPW facility. It was noted that Marc Zawatsky was out of town and not able to attend this meeting.
- B. Review of OPM Services and Draft Project Schedule was presented. Dan Tavares explained the role of the OPM team was to be advisors to the Owner and provide oversight for each phase of the project. They would work with the town to develop the project schedule and budget which include costs for Furniture, Fixtures & Equipment (FF&E) and Technology.
- C. Dan Tavares presented an overview of a potential project schedule, which included the various phases: Schematic Design, Design Development, Construction Drawings, Bidding, Construction, and Closeout. CGA anticipated 16 months for preconstruction services and 16 months through construction close out with potentially moving into the new facility in fall 2025. CGA noted that this schedule may be aggressive but would continue to get updated and confirmed once the Designer is retained.
- D. CGA provided a general overview of each phase and duration once the Designer is procured starting with Schematic Design (SD), which is estimated to take 3 months to complete. This phase includes the initial verification of existing conditions and the site and building program would be reviewed and confirmed. Additional site investigations, i.e., geotechnical and geoenvironmental assessments, traffic studies, conservation, understanding of permitting requirements, surveys, hazmat assessments, etc. An SD cost estimate would be prepared to establish a baseline of costs. Design Development (DD) is estimated to take 4 months, which further refines the building and site program needs, development of the design, floor plans,

interior design, material selection, specifications, and cost estimates. Site investigations and permitting requirements would continue. Designer would prepare a construction cost estimate. Construction Documents (CD) is estimated to take 5 months and is the stage where the documents are being prepared for contractor bidding and construction. Cost estimates would typically be prepared at the 60% level and or later. Contractor bid phase typically takes 2 months to secure subcontractor and general contractor bids. Prior to bidding, general contractors and filed sub-bid subcontractors would need to be prequalified to bid the project. Construction is estimated to take at least 16 months including the closeout phase. CGA services during construction includes a full-time clerk or works on site during construction activities. CGA noted that the building committee would be meeting monthly or more often during the design phases.

- E. CGA noted that the preliminary cost estimate included with the Feasibility Study appeared to be low and did not include enough escalation based on current and projected construction costs.
- F. CGA understood that preliminary test pits were provided during the feasibility study, but mentioned that additional test pits and borings would be needed to further confirm underground conditions. Michelle Hines expressed concern with costs associated with site investigations. CGA emphasized the importance of site investigations to determine the extent of subsurface conditions, hazardous materials, soil characteristics and structural bearing capacity, and potential leaching into the subsurface. Dave Cabral stated the DPW would dig the test pits when they are needed.
- G. CGA requested all information and documentation that the town had of the site. Dave Cabral mentioned that reports were included in the feasibility report but will confirm. He will also check to see if a traffic study was performed as well. Dave Cabral will confirm the information provided to the Brewster Thornton Group at the time of the feasibility study.
- H. CGA asked if a property survey and wetland flagging had been done for this site, which was confirmed not to be case. Building Committee members expressed concern that abutter's may be encroaching the site and may not like the proposed project. The Committee believes the location was right for the town, as it is centrally located and already town owned. A survey would be paid for through the project budget. Dave Cabral recommended putting hard bound markers along the property edge. The Building Committee agreed the survey should be scheduled and the abutters notified by the Town Administrator's office that the survey would be completed over the next few weeks. ***Motion made by John Pozzi, seconded by Michelle Hines, for Dave Cabral to initiate the site survey, all were in favor, motion passed.***
- I. Dan Tavares recommended hiring a Commissioning Agent (Cx) for this project and explained their role and responsibilities. As an independent agent who represents the town's best interest, they would review the design documents through every phase of development to provide a higher level of quality assurance of the proposed building systems. During construction they would be on site to inspect, test and verify the installations and systems, including mechanical, electrical, plumbing, building and lighting controls, and building envelope systems. CGA suggested that this be further explored and considered at a future building committee meeting.
- J. Dan Tavares recommended that the Committee consider an independent cost estimator be hired to perform a separate peer estimate. CGA further explained that given the current and project construction climate, having an additional estimator would provide another cost assessment that would be reconciled to better inform the committee of costs.

- K. Dave Cabral expressed concern with proprietary controls built into the specifications. He noted the biggest challenge with any project was maintaining the building after the warranty was over and being restricted to a single vendor. Dan Tavares recognized the challenges with building systems and vendors being locked-in adding that this would get further discussed with the architect and engineers. CGA noted that proprietary items would need the approval of the owner and building committee.
- L. Committee confirmed that renovations or demolition of the existing DPW facility would not be part of this project.
- M. Project invoices recommended for payment by CGA would be submitted to Shawn Cadime and John Pozzi, who would forward them to the Building Committee for approval. The Building Committee Agenda will include a standing line item to approve invoices.
- N. A site visit was scheduled for January 18, 2023, at 1PM with the committee and Dave Cabral.
- O. Future Building Committee meetings will be held on Wednesdays at 4:00 PM. Next meeting will be scheduled after Designer proposals have been received.

II. Procurement of Designer Services

- A. CGA, with assistance from Shawn Cadime, would prepare a Request for Qualifications (RFQ) for Designer Services procurement. Project schedule and building program would get further developed when the designer was on board. The designer would provide cost estimates during Schematic Design, Design Development, and Construction Documents. Shawn Cadime requested the Building Committee approval to work with the OPM to draft documents, issue RFQ and receive proposals, which would be shared with the committee. ***J. Pozzi made the motion, which was seconded by M. Hines to authorize S. Cadime and the OPM to move forward with documents for Designer Services. Vote was unanimous.***

III. Other topics not reasonable anticipated by the Chairman 48 hours before the meeting:

- A. None

IV. Adjournment: A motion was made to adjourn. John Pozzi made the motion, seconded by Mike Gagne, all were in favor, motion passed.

The DPW Building Committee meeting ended at 5:08 p.m.