

Department of Public Works Building Committee

AGENDA

Wednesday November 29, 2023 at 4:30pm

Planning Board Meeting Room
Seekonk Town Hall
100 Peck St.
Seekonk MA, 02771

- A. Call the meeting to order
- B. OPM Report
- C. Architect Report
- D. Discussion of cost estimates
- E. Review and approve invoices
- F. Review and approve meeting minutes
- G. Discuss other topics not reasonably anticipated by the Chairman 48 hours before the meeting
- H. Public Comment
- I. Schedule next meeting
- J. Adjourn

SEEKONK DPW COMPLEX BUILDING COMMITTEE

11.29.2023

➤ UPDATES, DISCUSSIONS and ACTION ITEMS:

- **Mass Save Program:** S. Cadime signed the Memorandum of Understanding (MOU) to move forward with the Mass Save program.
- **Commissioning Agent Procurement:** The Request for Proposals (RFP) for Building Commissioning Services was publicly advertised and made available on 11/08/23. Proposals are due electronically on 12/01/23 by 2:00PM. Sixteen firms have requested the RFP, as well as three construction reporting agencies. Once all proposals are received, CGA will review each firm's qualifications and experience required to perform commissioning services on this project. These findings and recommendations will be presented at the next Building Committee meeting.
- **Code Review Meeting:** On November 11, 2023, BTGA and CGA met with S. Cadime, Jeff Mello (Building Inspector), and Captain Dalessio (Seekonk Fire Department) to review the schematic design drawings as it pertains to building codes and regulations. No issues or concerns were raised from the review. The occupant count based on the garage size was 205 occupants. BTGA included three emergency pedestrian exit doors to comply with these regulations. Both code officials agreed that the regulations were referring to the number occupants required to egress from this area, but not for plumbing fixture count requirements. BTGA prepared a more detailed report of this meeting for the record.
- **Equipment Review Meeting:** On November 22, 2023, the project team met with D. Cabral, M. Gagne, and E. Monigan to review proposed equipment. Manufacturer's catalogue "cut sheets" and equipment layouts were presented and discussed. Equipment list and type was updated based on DPW's needs. Gannett Fleming will provide additional cut sheets for DPW review and approval. The process is ongoing.
- **Schematic Design Cost Estimates:** BTGA and CGA prepared and issued independent 3rd party Schematic Design Cost Estimates. Reference the attached comparative analysis of the estimates and other information. Draft cost estimates were received on 11/16/23 and reconciled on 11/20/23. Minor edits continued to be made in preparation for this meeting. Estimates included separate costs for the outbuildings and alternates for Building Committee consideration. Estimated costs are much higher (\$46.5M to \$51M) than the feasibility study costs due to several factors including increased costs in current market conditions, escalation, schedule, more outbuildings and sitework, confirmation of actual vehicle storage needs and other items. The project team believes that there are several opportunities and "value engineering options to bring the cost down but it will not be at the value that it was when first estimated nearly 3 years ago.
- **Total Project Budget:** CGA prepared the attached "draft" Total Project Budget that captures BTGA's construction cost estimate, provides preliminary estimated budgets of total project costs. This budget, currently estimated to be approximately \$51.3M, based on BTGA's cost estimate, and \$53.6M, if taking the average between the two cost estimates, will continue to evolve through the remaining project phases.



OPM Report

- **Design Development Phase:** CGA recommends that the committee evaluate and consider approval of potential cost reduction items that would provide initial direction as the team progresses into the Design Development (DD) phase. We recommend that a meeting with the owner and project team is held soon to confirm project needs and expectations.
- **Community Outreach:** Project team suggests further discussions on the timing and message to commence outreach efforts and to local board presentations.

➤ **ANTICIPATED PROJECT SCHEDULE (subject to change):**

- **Jun 23 – Aug 23:** **Programming/Site Investigations (3m)**
- **Sep 23 – Dec 23:** **Schematic Design (SD) Phase (4m)**
 - 11/29/23: Building Committee Meeting (Review SD Cost Estimates/Budget)
 - 12/08/23: Final SD Package for record
- **Dec 23 – Apr 24:** **Design Development (DD) Phase (4m)**
 - 12/11/23: Start DD Documents
 - 12/13/23: Building Committee Meeting (Approve Commissioning Agent)
 - 01/10/24: Building Committee Meeting
 - 02/14/24: Building Committee Meeting
 - 03/13/24: Building Committee Meeting
 - 03/15/24: Submit DD Documents to Cost Estimators
 - 03/18/24: Start DD Cost Estimating
 - 03/29/24: Receive Draft DD Estimates
 - 04/02/24: Cost Estimate Reconciliation Meeting
 - 04/10/24: Building Committee Meeting
 - 04/26/24: Finalize DD Documents
- **May 24 – Aug 24:** **Construction Documents (CD) Phase & Prequalification (4m)**
- **Aug 24 – Oct 24:** **Contractor Bidding Phase (2m)**
- **Nov 24 – Dec 24:** **Town Meeting/Ballot Votes/Execute GC Contract (2m)**
- **Jan 25 – Apr 26:** **Construction Administration (CA) & Project Closeout (16m)**
- **May 2026:** **Occupy Building**

➤ **INVOICES (see attached):**

- CGA: Invoice DPW-008 for October in the amount of \$11,000.
- BTGA: Invoice 11737 for September 2023 in the amount of \$67,122 and Invoice 11781 for October 2023 in the amount of \$65,022.



OPM Report

➤ **PRECONSTRUCTION PROJECT BUDGET & CASH FLOW REPORT:**

Project Budget	Budget	Billed to Date	Balance
OPM Basic Services	\$ 306,000.00	\$ 65,000.00	\$ 241,000.00
A&E: Basic Services	\$ 1,130,536.00	\$ 230,614.78	\$ 899,921.22
A&E Allowances:			
<i>Conservation Permitting</i>	\$ 5,000.00	\$ -	\$ 5,000.00
<i>Wetland Flagging</i>	\$ 1,500.00	\$ 1,500.00	\$ -
<i>MA DOT Permitting</i>	\$ 20,000.00	\$ -	\$ 20,000.00
<i>Expanded Traffic Study</i>	\$ 10,000.00	\$ -	\$ 10,000.00
<i>Geotech CD Specifications</i>	\$ 3,000.00	\$ -	\$ 3,000.00
Commissioning Agent	\$ 15,000.00		
Available Contingency	\$ 8,964.00		
Budget Subtotal	\$ 1,500,000.00	\$ 295,614.78	\$ 1,204,385.22

➤ **PROPOSED BUILDING COMMITTEE MEETING DATES (subject to change):**

- 12/13/23 – 4:30pm

SCHEMATIC DESIGN ESTIMATE COMPARISON					
RECONCILED					
SECTION	ELEMENT	NEW CONSTRUCTION			DIFFERENCE
		KEOUGH	PM&C		
2	Existing Conditions				\$ -
3	Concrete	\$ 2,596,382	\$ 1,840,490	\$ 755,892	
4	Masonry	\$ 566,318	\$ 413,935	\$ 152,383	
5	Metals	\$ 584,615	\$ 520,715	\$ 63,900	
6	Woods & Plastics	\$ 253,588	\$ 292,514	\$ (38,926)	
7	Thermal & Moisture Protection	\$ 1,389,567	\$ 1,121,329	\$ 268,238	
8	Doors & Windows	\$ 1,163,209	\$ 1,266,465	\$ (103,256)	
9	Finishes	\$ 1,124,258	\$ 1,064,880	\$ 59,378	
10	Specialties	\$ 115,682	\$ 112,730	\$ 2,952	
11	Equipment	\$ 1,201,755	\$ 1,201,755	\$ -	
12	Furnishings	\$ 13,305	\$ 6,390	\$ 6,915	
13	Special Construction	\$ 9,496,325	\$ 7,788,920	\$ 1,707,405	
14	Conveying Systems				\$ -
21	Fire Suppression	\$ 526,054	\$ 621,907	\$ (95,853)	
22	Plumbing	\$ 1,124,610	\$ 1,287,254	\$ (162,644)	
23	HVAC	\$ 3,205,394	\$ 3,378,555	\$ (173,161)	
26	Electric	\$ 3,627,844	\$ 2,795,128	\$ 832,716	
31	Site Improvements	\$ 6,770,278	\$ 8,321,290	\$ (1,551,012)	
	SALT SHED	\$ 1,156,082	\$ 1,631,244	\$ (475,162)	
	BARN	\$ 1,051,036	\$ 701,836	\$ 349,200	
	STORAGE UNITS	\$ 827,376	\$ 931,705	\$ (104,329)	
	COVERED STORAGE	\$ 1,774,829	\$ 2,354,233	\$ (579,404)	
	DIRECT TRADE TOTAL	\$ 33,759,184	\$ 37,653,275	\$ (3,894,091)	
		KEOUGH	PM&C	DIFFERENCE	
	SUBTOTAL COSTS	\$ 33,759,184	\$ 37,653,275	\$ (3,894,091)	
	Design/Pricing Contingency (10%)	\$ 3,933,282	\$ 3,765,328	\$ 167,955	
	Escalation Allowance (6%)	\$ 3,234,111	\$ 2,259,197	\$ 974,915	
	SUBTOTAL WITH CONTINGENCY	\$ 40,926,577	\$ 43,677,800	\$ (2,751,223)	
	General Conditions/GR's (/10%)	\$ 5,573,641	\$ 4,367,780	\$ 1,205,861	
	Bonds (inc. in trade/0.9%)		\$ 393,100	\$ (393,100)	
	Insurance (/1.50%)		\$ 655,167	\$ (655,167)	
	Overhead & Profit (4.25%)		\$ 1,856,307	\$ (1,856,307)	
	TOTAL ESTIMATE CONSTRUCTION COST	\$ 46,500,216	\$ 50,950,154	\$ (4,449,938)	
	Cost per SF	\$ 679	\$ 744	\$ 65	

SCHEMATIC DESIGN ESTIMATE COMPARISON

RECONCILED

ALTERNATES	KEOUGH	PM&C	DIFFERENCE
Alternate 1: CMU walls in lieu of Concrete for Salt Shed.	\$ (19,644)	\$ (11,195)	\$ (8,449)
Alternate 2: In lieu of removing on 18" of fill below asphalt areas, remove all contaminated/unsuitable soils to their full depth and replace	\$ (2,137,500)	\$ (1,956,050)	\$ (181,450)
Alternate 3: In lieu of contaminated soil being relocated offsite, relocate to an adjacent, Town-owned property.	\$ (2,056,560)	\$ (3,579,003)	\$ 1,522,443
Alternate 4: Provide a price to install solar on the Main Building roof, per the plans	\$ 301,620	\$ 301,381	\$ 239
Alternate 5a: VRF system in lieu of VAV system for Admin Area	\$ 40,500	\$ 34,907	\$ 5,593
Alternate 5b: Provide Infrared Heaters in lieu of Unit Heaters for the Vehicle Maintenance Areas	\$ 33,052	\$ 29,090	\$ 3,962
Alternate 5c: Provide Underfloor Heating in lieu of Unit Heaters for the Vehicle Maintenance Areas	\$ 349,375	\$ 335,544	\$ 13,831
Alternate 6: Provide 680LF of Acoustic Fence	\$ 153,000	\$ 161,007	\$ (8,007)

TOTAL PROJECT BUDGET

Seekonk DPW Complex

Seekonk, MA

11/29/2023

DRAFT

DESCRIPTION		BUDGET	
1	ESTIMATED CONSTRUCTION COSTS (BTGA)		
	Construction Cost Estimate (With Outbuildings)	\$	46,500,216.00
	Alternate #1: Use Concrete Block Walls at Salt Shed in lieu of concrete	\$	(19,644.00)
	Alternate #2: Remove 18" of Unsuitable Soil in lieu of Full Depth	\$	(2,137,500.00)
	Alternate #3: Dispose Contaminated Soil On-Site in lieu of off-site	\$	(2,056,560.00)
	Alternate #4: Add Solar Panels on Main Building Roof	\$	301,620.00
	Alternate #5a: Provide VRF HVAC System in lieu of VAV System in Admin. Bldg.	\$	40,500.00
	Alternate #5b: Use Infrared Heaters in lieu of Unit Heaters in Maintenance Bays	\$	33,052.00
	Alternate #5c: Use Underfloor Heating in lieu of Unit Heaters in Maintenance Bays	\$	349,375.00
	Alternate #6: Acoustical Exterior Fence	\$	153,000.00
	TOTAL ESTIMATED CONSTRUCTION COSTS (without Alternates)	\$	46,500,216.00
2	ARCHITECTURAL - ENGINEERING SERVICES		
	PHASE 1 - ARCHITECTURAL & ENGINEERING BASIC SERVICES		
	Pre-Design	\$	94,132.00
	Schematic Design	\$	216,740.00
	Design Development	\$	405,296.00
	Construction Documents	\$	362,448.00
	Bidding	\$	32,420.00
	PHASE 1 - Architectural & Engineering Fees (Subtotal)	\$	1,111,036.00
	PHASE 2 - ARCHITECTURAL & ENGINEERING BASIC SERVICES		
	PH 2: Construction Administration/Closeout (Basic)	\$	317,950.00
	PHASE 2: Architect/Engineering Basic Services Subtotal	\$	317,950.00
	TOTAL A&E FEES (BASIC SERVICES)	\$	1,428,986.00
	PHASE 1 & 2 - EXTRA & REIMBURSABLE SERVICES		
	Acoustical Assessment	\$	14,500.00
	Reimbursable Expenses	\$	5,000.00
	Flagging Wetlands	\$	1,500.00
	Energy Model	\$	18,000.00
	Expanded Traffic Study	\$	10,000.00
	MassDEP Permitting	\$	25,000.00
	DOT Permitting	\$	20,000.00
	Conservation Commissioning Allowance	\$	5,000.00
	Geotechnical Specifications Allowance	\$	3,000.00
	Geotechnical Construction Administration Allowance	\$	35,000.00
	TOTAL A&E FEES (EXTRA & REIMBURSABLE SERVICES)	\$	137,000.00
3	OWNER'S PROJECT MANAGER SERVICES		
	Schematic Design through Bid Phase	\$	306,000.00
	Construction Administration-Project Closeout Phase	\$	419,000.00
	OWNER'S PROJECT MANAGER SERVICES	\$	725,000.00
4	OTHER OWNER AND PROJECT SOFT COSTS		
	Misc. & Reimbursable Expenses	\$	25,000.00
	Commissioning Agent	\$	40,000.00
	HAZMAT Abatement & Demolition Monitoring	\$	-
	On-Site Geotechnical Services	\$	-
	Project Permitting and Approvals	\$	50,000.00
	Third Party QC Testing and Special Inspections	\$	100,000.00
	Utility Company Fees and Backcharges (Allowance)	\$	50,000.00
	Move Management	\$	10,000.00
	Moving Costs (Allowance)	\$	15,000.00
	E-Bidding, Printing and Advertising (Allowance)	\$	10,000.00
	Bonding Costs & Related Bond Counsel Legal Fees	\$	25,000.00
	Builder's Risk Insurance (by GC or Owner)	\$	75,000.00
	Building Permit Fee (Assumed Waived)	\$	-
	Other Project Administrative Costs & Legal Fees	\$	25,000.00
	On-Site Geoenvironmental Services	\$	50,000.00
	Additional A&E Design Services Amendment Allowance	\$	100,000.00
	Additional OPM Services Amendment Allowance	\$	75,000.00
	OTHER OWNER AND PROJECT SOFT COSTS	\$	650,000.00
5	OWNER CONTINGENCY		
	Owner (SOFT COST) Contingency	\$	250,000.00
	Owner (HARD COST) Construction Contingency	\$	1,500,000.00
	TOTAL OWNER PROJECT CONTINGENCY	\$	1,750,000.00
6	FURNITURE, FIXTURES, EQUIPMENT & TECHNOLOGY		
	Furniture, Fixtures & Equipment (Allowance)	\$	100,000.00
	Technology (Allowance)	\$	50,000.00
	FF&E/TECHNOLOGY ALLOWANCE	\$	150,000.00
7	TOTAL ESTIMATED PROJECT BUDGET		\$ 51,341,202.00
	APPROVED PRECONSTRUCTION BUDGET		\$ (1,500,000.00)
	BALANCE		\$ 49,841,202.00



CGA Project Management, LLC
P.O. Box 3147
Fall River, MA 02722

INVOICE

Town of Seekonk
100 Peck Street
Seekonk, MA 02771

Project: Seekonk DPW Complex

Invoice #: DPW-008

Invoice Date: 10/31/2023

Base Contract Amount: \$ 306,000.00

Amended Contract Amount: \$ -

Total Contract Amount: \$ 306,000.00

Description	Contract Amount	Previously Billed	Total Earned	% Complete	Current Billing
Designer Procurement	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00	100%	\$ -
Schematic Design	\$ 66,000.00	\$ 44,000.00	\$ 55,000.00	83%	\$ 11,000.00
Design Development	\$ 88,000.00	\$ -	\$ -	0%	\$ -
Construction Documents	\$ 120,000.00	\$ -	\$ -	0%	\$ -
Contractor Bid	\$ 22,000.00	\$ -	\$ -	0%	\$ -
Construction Phase	\$ 399,000.00	\$ -	\$ -	0%	\$ -
Project Closeout	\$ 20,000.00	\$ -	\$ -	0%	\$ -
Summary	\$ 725,000.00	\$ 54,000.00	\$ 65,000.00	9%	\$ 11,000.00

TOTAL DUE: \$ 11,000.00

Please remit payment to:

CGA Project Management, LLC
P.O. Box 3147
Fall River, MA 02722

Payment Terms: Thirty (30) days

Brewster Thornton Group Architects, LLP

317 Iron Horse Way Suite 202
Providence, RI 02908, United States
Tel: 401 861 1600 Fax: 401-861-5588

INVOICE

Town of Seekonk MA
Town Administrator's Office
Attn: Shawn Cadime
Seekonk, MA 02771

INVOICE DATE: 10/31/2023
INVOICE NO: 11781
BILLING THROUGH: 10/31/2023

2313 - Seekonk DPW

Managed By: Christine M Shea

DESCRIPTION	CONTRACT AMOUNT	% COMPLETE	BILLED TO DATE	PREVIOUSLY BILLED	CURRENT AMOUNT
2313 - Seekonk DPW - PreDesign	\$94,132.00	100.00	\$94,132.00	\$94,132.00	\$0.00
2313 - Seekonk DPW - Schematic Design	\$216,740.00	60.00	\$130,044.00	\$65,022.00	\$65,022.00
2313 - Seekonk DPW - Design Development	\$405,296.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Construction Documents	\$362,448.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Bidding	\$32,420.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Construction Administration	\$317,950.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Reimbursables	\$5,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Conservation Commission Allowance	\$5,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Energy Model	\$18,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Flagging of Wetlands	\$1,500.00	100.00	\$1,500.00	\$1,500.00	\$0.00
2313 - Seekonk DPW - Permitting through DOT Allowance	\$20,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Expanded Traffic Study Allowance	\$10,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Mass DEP Reporting Allowance	\$25,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Geotechnical CD Specification Allowance	\$3,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Geotechnical CA Allowance	\$35,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Interior and Exterior Acoustic Assessment	\$14,500.00	44.41	\$6,438.78	\$6,438.78	\$0.00
TOTAL	\$1,565,986.00		\$232,114.78	\$167,092.78	\$65,022.00
				SUBTOTAL	\$65,022.00
			AMOUNT DUE THIS INVOICE		\$65,022.00

This invoice is due on 11/30/2023

Brewster Thornton Group Architects, LLP

317 Iron Horse Way Suite 202
Providence, RI 02908, United States
Tel: 401 861 1600 Fax: 401-861-5588

INVOICE

Town of Seekonk MA
Town Administrator's Office
Attn: Shawn Cadime
Seekonk, MA 02771

INVOICE DATE: 10/31/2023
INVOICE NO: 11781
BILLING THROUGH: 10/31/2023

ACCOUNT SUMMARY

BILLED TO DATE	PAID TO DATE	BALANCE DUE
\$232,114.78	\$167,092.78	\$65,022.00

RETAINER SUMMARY

Client Retainer Received	Client Retainer Available	Parent Retainer Available	Project Retainer Received	Project Retainer Applied	Project Retainer Available
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

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INVOICE

Town of Seekonk MA
Town Administrator's Office
Attn: Shawn Cadime
Seekonk, MA 02771

INVOICE DATE: 9/30/2023
INVOICE NO: 11737
BILLING THROUGH: 9/30/2023

2313 - Seekonk DPW

Managed By: Christine M Shea

DESCRIPTION	CONTRACT AMOUNT	% COMPLETE	BILLED TO DATE	PREVIOUSLY BILLED	CURRENT AMOUNT
2313 - Seekonk DPW - PreDesign	\$94,132.00	100.00	\$94,132.00	\$94,132.00	\$0.00
2313 - Seekonk DPW - Schematic Design	\$216,740.00	30.00	\$65,022.00	\$0.00	\$65,022.00
2313 - Seekonk DPW - Design Development	\$405,296.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Construction Documents	\$362,448.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Bidding	\$32,420.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Construction Administration	\$317,950.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Reimbursables	\$5,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Conservation Commission Allowance	\$5,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Energy Model	\$18,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Flagging of Wetlands	\$1,500.00	100.00	\$1,500.00	\$1,500.00	\$0.00
2313 - Seekonk DPW - Permitting through DOT Allowance	\$20,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Expanded Traffic Study Allowance	\$10,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Mass DEP Reporting Allowance	\$25,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Geotechnical CD Specification Allowance	\$3,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Geotechnical CA Allowance	\$35,000.00	-	\$0.00	\$0.00	\$0.00
2313 - Seekonk DPW - Interior and Exterior Accoustic Assessment	\$14,500.00	44.41	\$6,438.78	\$4,338.78	\$2,100.00
TOTAL	\$1,565,986.00		\$167,092.78	\$99,970.78	\$67,122.00
				SUBTOTAL	\$67,122.00
			AMOUNT DUE THIS INVOICE		\$67,122.00

This invoice is due on 10/30/2023

Brewster Thornton Group Architects, LLP

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Tel: 401 861 1600 Fax: 401-861-5588

INVOICE

Town of Seekonk MA
Town Administrator's Office
Attn: Shawn Cadime
Seekonk, MA 02771

INVOICE DATE: 9/30/2023
INVOICE NO: 11737
BILLING THROUGH: 9/30/2023

ACCOUNT SUMMARY

BILLED TO DATE	PAID TO DATE	BALANCE DUE
\$167,092.78	\$61,767.98	\$105,324.80

RETAINER SUMMARY

Client Retainer Received	Client Retainer Available	Parent Retainer Available	Project Retainer Received	Project Retainer Applied	Project Retainer Available
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

DRAFT

TOWN OF SEEKONK

DEPARTMENT OF PUBLIC WORKS BUILDING COMMITTEE

DATE: Wednesday October 11, 2023

TIME: 4:00 p.m.

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

MEETING MINUTES

Present: John Pozzi, Chair; Michael Gagne; Michelle Hines; Edward Monigan

Absent: Kevin Hurst

Attendees: Shawn Cadime, Town Administration; Carol Ann Days, Asst. Town Administrator; David Cabral, DPW Director; Nate Ginsburg, Brewster Thornton Group Architects (BTGA); Christine Shea, BTGA. Virtual Attendees included Rick Colavecchio, BTGA; Tracy Dorsey, GF, Gannet Fleming (GF); Sergio Abondano Corredor, GF; Seth Betteridge, GF; Paul Huffman, GF; Seth Gamber, GF; Ed DiSalvio, GF; Dan Tavares, CGA Project Management (OPM).

- A. Call to Order:** Chairman John Pozzi opened the Building Committee meeting 4:07 PM.
- B. OPM Report:**
 - 1. CGA provided a brief overview on the status of the project. OPM Report was not provided.
- C. Architect Report**
 - 1. BTGA presented schematic building floor plans. Minor updates were discussed, including eliminating the double doors into the Workshop and the space open into the Loading Bays instead and swapping the Building Maintenance to this location with the Workshop; confirmation that all garage doors are to be 14'-0" tall and wide; add a door to the Mechanics Office from the interior corridor; increase the size of the Conference Room; need adequate wall space for TV monitor in Break Room for training; eliminate visibility into the locker rooms; add urinals in the Men's Bath/Shower Rooms; add urinal in single toilet room located in corridor adjacent to the Janitors Closet.
 - 2. The covered storage units, enclosed mini-storage units, and barn were presented and discussed.
 - 3. BTGA presented Salt Shed options with a range of prices depending on style and structure. The committee preferred the "barn-style" Salt Shed design with concrete foundations and fabric-wrapped wall construction. The committee expressed concern with the joints in block wall allowing water through, need for tie-down anchors, and potential for walls being accidentally displaced by equipment. The capacity of Salt Shed will be 1,500 tons which is as standard size to avoid additional custom costs. The committee requested that the estimator's price both the concrete wall and block wall foundations for comparison. BTGA noted that the initial pricing ranged from \$560,000 to \$840,000 based on their research.

4. Maintenance Bay was discussed with regards to height, which was confirmed to be 27'-9". It was also confirmed that the lifts would be flush with the floor.
5. BTGA presented the overall site design which was generally accepted by the committee with the following comments: add manual gates at the entrance to the garage parking, near the dumpster, and at the access road to the Transfer Station. Concerns were raised regarding the location and orientation of the salt shed to allow for better access and circulation at the fueling station based on the largest fire truck vehicle. Space at the dumpster should allow for the garbage truck to fully pull in to get out of line of traffic. Snow plowing and snow storage locations should be reviewed when finalizing the parking lots and roadways. The Barn should be rotated 90 degrees to enter from the adjacent access road.
6. BTGA presented two exterior design options. Scheme A was preferred which had masonry bump-outs that highlighted the conference and break rooms, wood-like material at the name, single pitched garage roof with wood-like overhangs. Concerns regarding wood-like material being used due to long term maintenance and costs, and the amount of corner glazing at the garage that could affect neighbors and interior use. Scheme B was like Scheme A but had a more modern look and taller bump-out at the conference room. The committee preferred the upper corner glazing as shown in Scheme B.
7. Gannet Fleming (GF) presented mechanical systems options for the administration building and the pros and cons of using a VAV (Variable Air Volume) HVAC system versus a VRF (Variable Refrigerant Flow) HVAC system. the VRF system is more efficient but has a more initial cost. The committee expressed concern with sound and differential temperatures with these systems. Both options will be priced in the estimates for further review. Heating options were also presented for Vehicular Maintenance and adjacent spaces which compared unit heaters, infrared heaters, and underfloor heating. Systems will be further discussed following once estimated costs are determined.
8. BTGA provided an outline of next steps stating that the Schematic Design (SD) documents will be issued to the cost estimators on 10/31/23 with cost reconciliation occurring on 11/20/23. BTGA will submit the final package by 12/6/23 for record following the 11/29/23 Building Committee meeting to approve the SD package prior to moving into the Design Development phase.

D. Review and Approve Invoices:

1. M. Hines made the motion, seconded by K. Hurst, to approve CGA Invoice DPW-007 in the amount of \$11,000. The vote was unanimous, contingent upon Town Administrator acceptance.

E. Review and Approve Meeting Minutes: Minutes were not presented for approval.

F. Other topics not reasonable anticipated by the Chairman 48 hours before the meeting: None

G. Public Comment: None

H. Schedule Next Meetings:

November 9, 2023 at 4:00PM, if needed. November 29, 2023 at 4:00PM to approve the SD package and authorization to move forward into the Design Development phase. Meetings will be held in the Board of Selectmen Meeting Room located in Town Hall

I. Adjournment: M. Gagne motioned to adjourn the meeting at 5:45PM, which was seconded by E. Monigan. Motion passed unanimously.

DRAFT

TOWN OF SEEKONK

DEPARTMENT OF PUBLIC WORKS BUILDING COMMITTEE

DATE: Wednesday September 27, 2023

TIME: 4:00 p.m.

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

MEETING MINUTES

Present: John Pozzi, Chair; Kevin Hurst, Vice-Chair; Michael Gagne; Michelle Hines; Edward Monigan,

Absent: All members were present.

Also Present: David Cabral, Shawn Cadime, Town Administration (left early), Carol Ann Days, Asst. Town Administrator; Christine Shea BTGA, Dan Tavares, CGA Project Management (OPM)

A. Call to Order: Chairman John Pozzi opened the Building Committee meeting 4:05 PM.

B. OPM Report:

1. CGA provided updates on activities held since the previous Building Committee meeting.
2. Building committee members, DPW staff, Town Administrator, architect, and OPM toured the RIDOT Portsmouth DPW facility on September 6, 2023. The group left with key takeaways on building organization, adjacencies, finishes, and site amenities.
3. The final certified property survey was issued to the project team on August 31, 2023.
4. A design workshop was held with DPW staff on September 26, 2023. BTGA presented several schematic design options of building and site plan layouts. DPW was able to narrow down the options and provide feedback to the design and engineering team. The workshop was productive and provided direction for BTGA.
5. Geotechnical borings were drilled on August 30th and 31st. Draft boring logs were shared with the team noting a mix of sand, silt, and poorly graded soil. This information is still being evaluated with the final boring logs and report forthcoming.
6. Drainage test pits were completed on September 12, 2023. DPW provided field support with clearing and digging, which was appreciated by the team. Pending final report.
7. Septic System test pits and engineering are pending based on the geotechnical investigations.
8. During the September 26th design workshop, D. Cabral confirmed setback restrictions of the intermittent stream with the town conservation agent, Adeline Bellesheim who noted the following bylaw restrictions: 0'-25' being a "no touch"; 25'-50' being a "no structure" (landscaping only); and 50'-100' structures being allowed but required permitting. Project team will continue to coordinate their design to align with these requirements.

9. Phase 1 Environmental Site Assessment draft report was issued. Pending final report and commencement of the Phase 2 site assessment investigation.
10. Project will review the need to sign the Memorandum of Understanding (MOU) document from Mass Save with the Town Administrator. BTGA noted that based on the project's direction, the fee may be minimal, if anything.
11. CGA is finalizing the Request for Qualifications (RFQ) to procure the Commissioning Agent in time for the Design Development phase.
12. Community outreach efforts will commence once approved schematic design and cost estimates are completed.
13. CGA provided an overview of the anticipated project schedule through all phases.
14. CGA's invoice DPW-006 in the amount of \$11,000 and BTGA's invoice 11695 in the amount of \$38,202.80 was presented and recommended for approval.
15. CGA provided an overview of the current preconstruction budget outline the various categories, values and billed to date status.
16. CGA's report included potential dates for upcoming Building Committee meetings to be held on 10/11/23, 11/8/23, 11/29/23 and 12/13/23. Meeting dates and agendas will be confirmed.

C. Architect Report

1. BTGA noted that a tour of the Portsmouth RIDOT DPW Facility took place on 9/6/23 noting similarities with the size and layout of the building. The salt shed was much larger than what would be needed for Seekonk.
2. BTGA presented schematic site plans and building floor plan options to the committee. Drawings were updated to include feedback received at the design workshop with DPW held on September 26th. Option B was noted as the preferred scheme. Updates included Break Room and Copy Area configurations. The owner requested to keep the public bathroom for visitors.
3. BTGA stated that the size of the proposed salt shed for Seekonk would be 2,000 tons to keep with standard sizes for cost.
4. Discussion regarding the need for a road around the entire building for fire department access would push the building closer to the landfill zone which we are trying to avoid. The building would need to be 50 feet from the property line. Egress doors exiting out to the rear of the building and walkways will be provided. The plan would be to maintain a 25-foot buffer as it currently exists and then infill to create a more robust privacy screen.
5. BTGA stated that the proposed Barn located near the entrance to the Transfer Station would be constructed as a pre-engineered metal building would require electricity and other life safety devices. The heating system would be fueled by burning used oil.

D. Review and Approve Invoices:

1. M. Hines made the motion, seconded by K. Hurst, to approve CGA Invoice DPW-006 in the amount of \$11,000. The vote was unanimous. M. Hines made the motion, seconded by E. Monigan, to approve BTGA Invoice 11695 in the amount of \$38,202.80. The vote was unanimous. Both approvals are contingent upon Town Administrator acceptance.

- E. Review and Approve Meeting Minutes:** K. Hurst made a motion, which was seconded by M. Gagne, to approve the Meeting Minutes from 8/09/23 as submitted. The vote was approved by J. Pozzi, M. Gagne, E. Monigan, and K. Hurst with M. Hines abstaining. K. Hurst made a motion, which was seconded by M. Gagne to approve the Meeting Minutes from 8/23/23 as submitted. The vote was approved by J. Pozzi, M. Gagne, E. Monigan, and K. Hurst with M. Hines abstaining. M. Hines requested that minutes be provided to the committee by the Friday prior to the scheduled meeting.
- F. Other topics not reasonable anticipated by the Chairman 48 hours before the meeting:**
None
- G. Public Comment:**
None
- H. Schedule Next Meetings:**
October 11, 2023, at 4:00PM in Board of Selectmen Meeting Room. The meeting will be an update on the schematic design and presentation on mechanical system options.
- I. Adjournment:** K. Hurst motioned to adjourn the meeting, which was seconded by E. Monigan. Motion passed unanimously. The meeting ended at 4:52 PM.

DRAFT

TOWN OF SEEKONK

DEPARTMENT OF PUBLIC WORKS BUILDING COMMITTEE

DATE: Wednesday August 23, 2023

TIME: 4:00 p.m.

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

MEETING MINUTES

Present: John Pozzi, Michael Gagne, Michelle Hines, Edward Monigan Kevin Hurst

Absent: All members were present

Also Present: David Cabral, Jennifer Argo, Seekonk Finance Director; Carol Ann Days, Asst. Town Administrator; Dan Tavares, CGA Project Management (OPM); Marybeth Carney (CGA); Christine Shea (BTGA)

I. Call to Order: Chairman John Pozzi opened the Building Committee meeting 4:00 PM.

II. OPM Report:

A. CGA provided a brief overview of the status of activities since the last meeting. CGA reported that geotechnical borings and stormwater test pits were being marked in the field for investigation to occur. The test pits for the septic system will occur during Schematic Design. DPW met to review the building and site diagram options, narrow down their preferred layout and circulation, and help refine the building sizes. A meeting was held earlier today to further verify storage needs since the program seems to be more than expected. Currently the design is still in the diagram phase, and it is the Building Committee's purview to authorize the architect to move forward in the Schematic Design Phase if ready.

III. Architect Report

A. BTGA reported that the geo-environmental study did not have any surprises, the trash was where it was known to be. There are wetlands and an intermittent stream off site which have setbacks that impact the site. Per conversations through D. Cabral, the Conservation Agent stated the intermittent stream has only a 100-foot buffer. He would get written confirmation of this and share it with the team. The stormwater test pits will be dug by the DPW.

B. A meeting was held with the DPW on 08/23/23 to discuss the vehicle and equipment inventory to confirm the storage needs identified as the extra yellow blocks on the site layout plans.

C. D. Cabral mentioned that the DPW reviewed the building and site diagrams and determined that options A& B seemed to address their needs the best. The fueling station was to be closer to Fall River Avenue with the salt shed adjacent to it. The wash bay could be moved in different locations. The parking lot for the staff would be separated from administration and the public. The design intent would be to keep the building 25-50 feet set back from the property line. It

was preferred to keep the 50-foot setback so the Fire Department would have access around the building. S. Cadime and M. Hines reiterated they would like to hold to the 50 feet setback. The landscape architect will infill landscaping behind the building since existing trees may be impacted with the new building construction. The property lines shown on a google map arial overlay indicate that the neighbors have encroached into the town's property.

- D. Drawings were shared with the Building Committee noting that the yellow dashed areas will have covered storage, but the size will be reduced based on DPW's confirmation of needs. Different types of storage units were discussed, including a covered canopy with corrals and a prefabricated metal storage system with garage doors.
- E. BTGA stated the design goal is to stay outside of the 50-foot property buffer along Carter's Way and from the known subsurface trash locations. It is believed that the existing shed at the entrance to the landfill was in a buildable area, but K. Hurst will investigate that area to determine the trash line limits. The DPW requested at least a 3-bay (40'x60') storage building for a loader, backhoe, and sweeper. This shed will be heated by burning the waste fuel. The other area being explored for covered storage was west of the compost area, where the DPW currently had open air corrals for site materials.
- F. S. Cadime suggested moving the salt shed further south to stay away from the neighborhood, with possible access through the American Legion property. J. Pozzi suggested an access road between the new building and the landfill access to avoid the need to use Fall River Avenue.
- G. M. Gagne and E. Monigan reported they had visited the DPW in East Providence for the RI DOT. E. Monigan will call to schedule a site visit to the Portsmouth Public Works Facility for the DPW representatives, CGA, BTGA and members of the Building Committee for September 6th or 7th, 2023.
- H. BTGA requested Building Committee approval of the preferred diagram option to allow them to proceed into the schematic design phase.

IV. Approval to move into Schematic Design:

- A. *K. Hurst made a vote to authorize BTGA to move into the Schematic Design phase, contingent on confirming building sizes, which was seconded by M. Gagne. The vote was unanimous.*

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

- A. None

VII. Public Comment:

- A. None present.

VIII. Schedule Next Meeting:

- A. September 13, 2023, at 4:00PM in Town Hall Planning Board Meeting Room

IX. Adjournment: *J. Pozzi motioned to adjourn the meeting, which was seconded by K. Hurst, all were in favor, and the motion passed. The meeting ended at 4:38 PM.*