

**Department of Public Works Building Committee**

**AGENDA**

Wednesday, May 17, 2023 at 4:00pm

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

- A. Call the meeting to order
- B. OPM Report
- C. Architect Report
- D. Approval of Invoices
- E. Discuss other topics not reasonably anticipated by the Chairman 48 hours before the meeting
- F. Public Comment
- G. Schedule next meeting
- H. Adjourn

## SEEKONK DPW COMPLEX BUILDING COMMITTEE

5.17.2023

### ➤ UPDATES, DISCUSSIONS and ACTION ITEMS:

- **BTGA Contract:** Following several weeks confirming scope of services and fee negotiations, the BTGA Contract was fully executed.
- **Property Land Survey:** Update needed on status. Funding source for survey?

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

- May 23 – July 23: Programming/Site Investigations (3m)
- Aug 23 – Nov 23: Schematic Design + Cost Estimate (4m)
- Dec 23 – Mar 24: Design Development + Cost Estimate (4m)
- Apr 24 – Aug 24: Construction Documents/Prequalification + Cost Estimate (5m)
- Sep 24 – Oct 24: Contractor Bidding (2m)
- Nov 24 – Dec 24: Town Meeting/Ballot Votes/Execute GC Contract (2m)
- Jan 25 – Apr 26: Construction & Project Closeout (16m)
- May 2026: Occupy Building

### ➤ INVOICES:

- CGA Invoice #003: \$2,500. **ACTION ITEM**

### ➤ PRECONSTRUCTION PROJECT BUDGET:

Project Budget	Budget	Billed to Date	Balance
OPM Basic Services	\$ 306,000	\$ 10,000	\$ 296,000
A&E: Basic Services	\$ 1,130,536	\$ -	\$ 1,130,536
<b>A&amp;E Allowances:</b>			
Conservation Permitting	\$ 5,000	\$ -	\$ 5,000
Wetland Flagging	\$ 1,500	\$ -	\$ 1,500
MA DOT Permitting	\$ 20,000	\$ -	\$ 20,000
Expanded Traffic Study	\$ 10,000	\$ -	\$ 10,000
Geotech CD Specifications	\$ 3,000	\$ -	\$ 3,000
Property Survey	\$ 35,000		
Commissioning Agent	\$ 15,000		
<b>Budget Subtotal</b>	<b>\$ 1,526,036</b>	<b>\$ 10,000</b>	<b>\$ 1,516,036</b>

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

- 06/14/23 – 4:00pm
- 07/12/23 – 4:00pm
- 08/09/23 – 4:00pm
- 09/09/23 – 4:00pm



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-003  
**Invoice Date:** 3/31/2023  
**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	\$ 5,000.00	\$ 10,000.00	100%	\$ 5,000.00
Schematic Design	\$ 66,000.00	\$ -	\$ -	0%	\$ -
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%	\$ -
<b>Summary</b>	<b>\$ 725,000.00</b>	<b>\$ 5,000.00</b>	<b>\$ 10,000.00</b>	<b>1%</b>	<b>\$ 5,000.00</b>

**TOTAL DUE: \$ 5,000.00**

Please remit payment to:  
CGA Project Management, LLC  
P.O. Box 3147  
Fall River, MA 02722

Payment Terms: Thirty (30) days

**DRAFT**

**TOWN OF SEEKONK  
DEPARTMENT OF PUBLIC WORKS BUILDING COMMITTEE**

**DATE: Wednesday March 22, 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, Michael Gagne, Michelle Hines, Kevin Hurst

**Absent:** Edward Monigan

**Also Present:** David Cabral, DPW Director; Dan Tavares, CGA Project Management (OPM); Marybeth Carney, CGA

**I. Call to Order:** Chairman John Pozzi opened the Building Committee meeting 4:12 PM.

**II. Approval of Minutes:** Approval of the March 13, 2023 Meeting Minutes were tabled.

**III. OPM Report:**

- A. CGA summarized the status of the references received. Brewster Thornton Group Architects (BTGA) received two positive references of design related projects and a positive reference for a completed project through construction. Gannett Fleming, BGTA's consultant, received 4 positive references for their design through construction administration work on municipal facilities. HKT Architects (HKT) received 5 references that met budget, had in-depth knowledge and great design; but two noted that staffing changes had been an issue. Both firms provided Annual Financial Reports for the past three years.
- B. A debrief request was made by one of the firms that was not invited to interview. The committee agreed that CGA could respond on their behalf.
- C. CGA requested the interviewing firms provide information on the following topics in their presentations: key team members and their roles and responsibility, firm's commitment to continuity of staff; distance to the project; community outreach approach; history of designing to budget; design related change orders; quality control measures; overall design approach; project schedule, and any concerns.

**IV. Design Firm Interviews**

- A. HKT Architects included representatives from HKT, HDR, Pare Engineering and GGD Engineering. HKT explained their 47 years of experience working on public municipal projects and their team included former DPW directors. They reviewed the site and proposed three alternate design options. Their review of the project considered site concerns related to the

capped landfill, building orientation and placement, as well as potential neighborhood impacts. Presentation was thorough and professional.

- B. Brewster Thornton Group Architects (BTGA) included representatives from BTGA and Gannett Fleming. BTGA brought Gannett Fleming onto their team to provide design knowledge and experience on Department of Public Works facilities. Gannett Fleming has built over 250 Vehicle Maintenance Facilities across the nation, with 35 located in Massachusetts. BTGA would be the main contact and complete the architectural design for the project. Gannett Fleming would provide engineering on the mechanical and electrical engineering systems and expertise to develop the owner's programmatic space needs. BTGA shared how BIM (Building Information Modeling) would allow each firm access to the same drawings for design implementation and coordination. The team discussed designing the site while maintaining the integrity of the different usage areas (landfill and composting). BTGA presented the original design from the feasibility study and explained that this would be the starting point moving forward. Presentation was thorough and professional.
- C. The Building Committee asked the same standard questions of each firm and added a few unique questions based on their presentations.
- D. Both firms mentioned that the construction and project budget noted in the RFQ was lower than project bids in 2023.
- E. Following the interviews, the committee discussed the presentations and reviewed the compiled points each design firm received on their proposal evaluations. The evaluations for both firms had similar point totals, and the committee agreed each firm was qualified for the project. Both presentations showed an in depth knowledge of DPW facilities, their knowledge of the site and program, and how they would tailor the design to meet the needs of Seekonk. The committee discussed and debated the merits of both firms. In the end, based on the town's positive history and working relationship with Brewster Thornton Group on previous projects, their knowledge of the program, site and town requirements, the Building Committee decided to move forward with them. *Michelle Hines made the motion, which was seconded by Kevin Hurst to recommend Brewster Thornton Group Architects as the Department of Public Works project Design Firm. Vote was unanimous.*
- F. CGA will inform S. Cadime of the Building Committee's vote to recommend Brewster Thornton Group Architects for the DPW project. S. Cadime will notify the Board of Selectman of the Committee's decision at their March 29<sup>th</sup> meeting. Contract negotiations would follow.

**V. Approval of Invoices:**

- A. None

**VI. Public Comment:**

- A. None

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

- A. None

**VIII. Schedule Next Meeting:**

- A. April 19, 2023, at 4:00PM in Town Hall Board of Selectmen Meeting Room

**IX. Adjournment:** Michelle Hines made the motion to adjourn the meeting, seconded by Mike Gagne, all were in favor, motion passed. *Meeting ended at 7:40 PM.*