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MINUTES

TOWN OF NORTON

Town Clerk Date/ Time Stamp

Board/ Committee: Permanent Building Committee

Meeting Date: January 12, 2022 Time: 6:00 PM

Meeting Location: Zoom

Members & Staff Present: **Dinah O'Brien, James Slattery, Mark Gershman, Brain Bechet, Bob Brisco, Steve Kirby, Michael Quinlan, Michael Yunits, Michael Viverois (DBVW), Bonnie Yezukevich (remote), Matt Wells (remote), Jack Conway (remote)**

Public: **Carol Betty**

Meeting called to order at: **6:00 PM** and adjourned at: **6:43 PM**

Meeting Motions / Actions and Summary of Discussions:

A. Meeting Minutes

N/A

B. Correspondence

N/A

C. School Department Update

Trane – boiler work continues (Yelle replaced 1 boiler with 2 more to go, LG Nourse doing boiler now, JCS holding off until students are out of the building due to the presence of asbestos). A solar interconnection study is now required. Study will cost \$29,780 (\$9,800 for JCS and \$19,900 for the other schools) and will be paid for through rebates.

Athletic Field Project – The Conservation Commission requested a peer review be performed, which will be an additional \$10,000. Commission raised concerns regarding the in-fill material, however the project will be using artificial turf (not real grass) to provide playability throughout the year.

D. Town Hall / Community Center

S. Kirby from Vertex Companies (OPM) indicated DBVW had submitted two separate fee proposals which were reviewed by Vertex. Vertex provided review comments back to DVBW who in turn submitted revised fee proposals today (January 12, 2022). The revised fee proposals are less than the original proposals. As Vertex just received the revised fee proposals, S. Kirby will forward them to Chairperson D. O'Brien for distribution to the Committee.

S. Kirby indicted that the revised fee for the Town Hall is at \$1,924,251 which is approximately 10.82% of the \$17 million estimated construction cost. With Add-on Services (acoustical (\$18,000 and AV design \$71,000) requested by Vertex, DVBW's fee would be 11.32% of the construction cost.

S. Kirby indicated that the revised fee for the Senior & Community Center is at \$901,978 which is approximately 10.78% of the \$8 million estimated construction cost. Add-on Services (acoustical \$12,000 and AV design \$52,500) were also requested by Vertex. For both projects the Add-on Services for acoustical and AV design would only be used if authorized by the Town in the future.

The revised fee proposals were found to be in-line with the estimated design fees included in the February 2021 Feasibility Studies (\$1,886,000 million for Town Hall and \$862,000 for the Senior Center).

DBVW also submitted draft design schedules for both projects that showed a 17-month duration for the Town Hall and 12 months for the Senior & Community Center.

Vertex would like to schedule a kick-off meeting with DBVW and end-users of the two buildings prior to having DBVW under contract with the Town. Therefore, the Committee will review the revised fee proposals, and if members have any questions, that they be emailed to Chairperson D. O'Brien for responses by Vertex and/or DBVW. The Committee will meet on January 18, 2022 to review the final fee proposals and vote to approve or take other action.

The following were Committee member comments on the revised fee proposals submitted January 13, 2022 with responses provided by Vertex on January 13, 2022:

I cannot seem to get the math to work. If you add the first row across it does not add to the total. What is the formula? **MV (DBVW) was having math problems with his fee totals column. He may not have updated all the phase amounts. I (Vertex) will confirm.**

Also, the Closeout numbers are way too low, usually I see 5 percent for closeout phase and 10 percent for schematic design. **I (Vertex) will review. CA was 25%**

Did they include the DEP Com Check (not just initial but final once all submittals are approved)? This proves the construction will meets the MA Energy Code. **Submission of COMcheck is code but will confirm.**

Did they include preparing the Statement of Special Inspections? Typically, SER / CER prepares it. **Chapter 17 Special Inspections and Testing is code and the document is issued by the SER stating what inspections and testing is required and by whom. It is included in the Project Manual/specs usually in the QA section. I (Vertex) will confirm**

Did they include materials testing? Or is that an extra. Will the OPM manage that or the Town? **Materials testing is not through the designer. It can be contracted and billed through Vertex as we solicit the fee/rate proposals, schedule the inspections, and review the invoices. Or it can be contracted and billed direct to the Town to save on the Vertex markup. We would still solicit the fee proposals, schedule the inspections, and review the invoices for recommendation for payment.**

Next Meeting(s):

January 18, 2022 6:00 PM Committee Meeting – Zoom only

February 15, 2022 6:00 PM Committee Meeting – Zoom only

Minutes respectfully submitted by:

Mark Gershman, PBC Clerk

Minutes Approved by Committee on:

2/15/2022

Chairperson Signature:

Daniel J. O'Brien