

Municipal Facilities Committee

Minutes of 03/26/2019 Meeting

Submitted by Steve Hinton

Attendees: Jerry Lerman, Josh Kablotsky, John Lavery, Kate Reid, Steve Hinton,

Also present: Steve Bastek (FM), Rob Fortado (School FM), R. Feldman (TBA), Helen Lyons (Mosquito)

The meeting was called to order at approximately 8:02 AM.

On motion by JoshK/SteveH, the minutes for 3/19/19 were unanimously approved.

Steve Bastek reported on recent activities including: working on a quote for the FD generator tank replacement with a site visit today at 1 pm; 3 quotes were requested for the FD tank removal with one declining to bid; a \$6.4K quote for a DPW commercial-grade CO/NO detection system design w/o installation; and the FD input on CO warning limits of 100 ppm (exit building) and 25 ppm (open windows).

The assistant fire chief, Burt Rubenstein, has requested we schedule the tank replacement so as to not impact department logistics and regulations.

Russ Feldman of TBA and the committee took up the Police Station renovation project including:

- 1) Improvement of look-n-feel due to `stuff` placement indoors.
- 2) Current thinking and costs assume existing lift will remain in operation
- 3) A 3/25/19 hard-cost budget was established at \$632K **(attached)**
- 4) Open questions regarding ADA access: is lift only viable alternative, can key operation continue, and current project budget does not include grading of driveway. Building inspection, John M., will perform building code analysis to assess whether the current `lift` can suffice for code compliance given the project's overall size and scope.
- 5) Design fee based on 3/25/19 cost estimate would be ~\$75K. **(attached)**
- 6) For Town meeting the following deliverables are needed:
 - a. Accessibility assessment
 - b. Elevation perspective of exteriors
 - c. Public Meeting drawings on foam boards
 - d. Town Meeting handout highlighting costs and benefits.
 - e. Town Meeting attendance

On motion of by Josh/SteveH, the committee voted unanimously to expend up to \$5,603 (50% of schematic phase \$) for the above listed deliverables for 4/24 and 4/29 meetings, said funds to come from FY19 warrant article funds. Jerry/Kate will request TimG issue the TBA contract revisions and to authorize the \$5,603 expenditure.

Next meeting will be 8 AM on 4/2/19.

On motion by SteveH/Josh, MFC voted unanimously to adjourn.

Attachments:

				3/18/2019		3/25/2019	
				Warrant Submission	Proposed Conceptual Plan	Delta	
	unit	sf	\$/sf				
Police Station							
Basement Renovation - Occupied Secure	sf	532	285	\$ 145,635	\$ 151,620	\$	5,985
Basement Addition - Vehicle Sallyport	sf	467	270	\$ 126,900	\$ 126,090	\$	(810)
Building reframing/reconfiguration	sf	225	212	\$ 169,265	\$ 47,725	\$	(121,540)
Building reconfiguration, frame to remain	sf	918	180	\$ 78,457	\$ 165,570	\$	87,113
Rest Rooms	ea	2	4000	\$ 8,000	\$ 8,000	\$	-
Entry porch		0	378	\$ -	\$ -	\$	-
Lift equipment	ea	0	35000	\$ -	\$ -	\$	-
Site							
Entry area: Driveway, Parking	sf	3550					
Entry area: Ramp, Stair, Rails	ea	1	10650	\$ 10,650	\$ 10,650	\$	-
Garage							
Garage and Workroom, SOG, unheated	sf	1008	122	\$ 123,050	\$ 123,050	\$	-
Drive, Parking	sf	1500					
Contingency				\$ 661,957	\$ 632,706	\$	(29,251)
Subtotal, Construction Budget				\$ 132,391	\$ 126,541	\$	(5,850)
A/E Fee				\$ 794,348	\$ 759,247	\$	(35,102)
Project Management				\$ 93,733	\$ 89,743	\$	(3,990)
Recommended Project Budget				\$ 47,661	\$ 45,555	\$	(2,106)
Cumulative Project Budget				\$ 935,742	\$ 894,544	\$	(41,198)
less prior allocation				\$ 935,742			
Proposed Warrant Value				\$ 71,000			

MEMORANDUM

TO: TIM GODDARD
FROM: RUSSEL FELDMAN
PROJECT: POLICE STATION RECONFIGURATION
SUBJECT: CONTRACT AMENDMENT #1 PHASE 2: A/E DESIGN SERVICES
DATE: MARCH 25, 2019

This contract amendment provides the authorization to proceed with Phase Two services as identified under the Agreement dated January 14, 2019 between the Town of Carlisle (the "Town") and TBA Architects, Inc. (the "Designer").

Scope of Work is to include the Designer's Basic Services indicated under Article 4 of the Agreement as follows:

- 4.4 Schematic Design Phase
- 4.5 Design Development Phase
- 4.6 Construction Documents Phase
- 4.7 Bidding Phase
- 4.8 Construction Administration Phase
- 4.9 Warranty Phase

Designer's Basic Fee per the provisions of paragraph 5.1 shall be:

for 3/29/19 plan-est.

Task	Value	%
Phase 1: Feasibility Study	\$15,000	
Phase 2: Design and Construction		
Schematic	\$11,205	15%
Design Development	\$7,470	10%
Construction Documents Draft	\$26,145	35%
Construction Documents Final	\$5,229	7%
Bidding	\$3,735	5%
Construction	\$18,675	25%
Warranty	\$2,241	3%
Phase 2 Fee 11.8% of Hand \$632K	\$74,700	100%

Upon execution of a Contract Amendment, please provide a Notice to Proceed with the Schematic Design Phase of the Project, per paragraph 4.4.1.

END