

FIRE HEADQUARTERS BUILDING COMMITTEE

October 20<sup>th</sup>, 2021

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TOWN CLERK

2021 DEC 28 AM 10:24

MILLBURY, MASS.

Members in attendance: Chair D. Rudge, Vice Chair R. Hamilton, P. Concemi, M. Mann, B. DeVault, B. Gasco

Meeting called to order at 5:35 pm  
Pledge of Allegiance

Reorganization: Chairman Rudge explained Maxine was stepping down as secretary of the committee. Some discussion followed. Motion by Maxine seconded by Bruce to appoint Rich as Secretary (he will also remain as Vice -Chairman); Unanimous

Previous Minutes: Motion by Brian and seconded by Paul to accept the minutes of 8/17/21 and 9/8/21; Unanimous

Interviews: A brief discussion took place on the procedures that will be used for the interviews. Each firm will have 20 minutes to do a presentation, there will then be a 10 minutes period where the Chairman will ask each firm the same five questions and there can be related follow up questions from the committee. The questions were 1) Describe your process for change orders. Do you use 3<sup>rd</sup> party for approval? How do these changes effect the flow and timing delay of the project? 2) How does a LEED (Leadership in Energy & Environmental Design) benefit the town vs non-LEEDS? 3) What is your experience with respect to grant application? Does your company actively seek out grants that would benefit the town and reduce the cost of this project? 4) Working during winter months can delay the project due to weather/ temperature. How is this handled? At what cost to the town? 5) In your opinion, what is your primary responsibility to the town as OPM?

5:45 presentation by CHA Consultants, Inc. (Joseph Sullivan, Alyssa Chatani, Amanda Sawyer). Joe started; all public project management-many public safety buildings-he introduced himself-they have a good understanding of our operations-Amanda introduced herself-they've done multiple fire stations-Alyssa introduced herself-went to WPI-specialize in public safety buildings-in house cost estimators-Joe: try to keep systems simple and easy to operate-Thomas Gatzunis does code compliance-they have fourteen clerks of the works-Amanda: described current projects and explained why fire stations are different-Alyssa: three phases, 1) design, they thoroughly review them, check everything over and compare to others, 2) procurement, they do all of it, reach out to bidders, work with existing companies they have used and are usually willing to work again, present all findings to us and offer value engineering, they try to avoid change orders, 3) construction, on-site reps every day, 3-day look ahead- daily updates through the "RAKEN" system, full monthly reports with updated costs and pictures, can use some of it to keep public up to date, they work with abutters to keep complaints to a minimum, weekly owners meetings-Joe: they hold contractors accountable-check records carefully-check certified payroll-they are currently working with Context-explained Northbridge Fire project-has some concerns with our design-in house commissioning agents.

Questions: 1) They avoid change orders, not all designs are perfect, only from an RFI (Request

For Information) to make a change order, try to find a way to avoid it, they will have a sub-committee work with the building committee, request limit on change orders, meet every two-weeks. 2) Many are designed to LEED but not many are getting LEED Certified, not really worth doing. 3) Proponent of getting as many grants as possible, they help with them, make sure building is prepared for any equipment, they will assist writing grants. 4) Pandemic was a harder delay, need a schedule done, timing is critical, make sure general contractor owns the responsibility for these delays, be creative, doesn't cost anymore to do it. 5) We are your right arm, we make sure its built right and the way you want it so you can get the building you want, their job is to protect the town's best interest.

Joe added to be sure permitting is done as soon as possible to avoid delays. They are just finishing two buildings so this would be good timing for them.

6:30 presentation by PMA Consultants (Steve Rusteika, Brian DeFilippis, Cody Gibb)

Each introduced themselves, Steve started: They started in 1971-privately owned-this team will stay right through the project-fourteen public safety projects-North Acton is current, same team-six of the projects have been with Context, they know them well-they have repeat customers-he explained the Andover Ballardvale station-communications with abutters-also explained the Uxbridge project, the problems with the contractor and how they corrected them-Cody discussed our project and how he anticipates a lot of site work, he has much experience in this area (site work, rock removal, etc.)-masters in Geotech-most change orders come from site issues-Brian explained to keep the big picture in mind-first 100 days, explained the details of the slide showing of this-in house review group-work well with Context-have a nice network of contractors-Steve explained good communications is critical-Power BI (Business Intelligence) dashboard, explained the details from slide showing, they are the only OPM who does this (OPM Live)-He explained the slide "Recap, Why PMA?".

Questions: 1) In house, review as a team, they charge architects with reviewing it, they will have to proceed to stay on schedule, most can be resolved beforehand, on weekly agenda. 2) Design will be LEED Silver, can do all that work without requesting LEED certification, have to meet energy code in building. 3) They don't do grants often, will provide info on them, can get rebates, many avenues, will work with Context. 4) This is New England, they work right through winter, they watch the contractors closely, they make sure temperatures are correct for work. 5) They are responsible, bottom line, to deliver high quality on-time.

7:15 presentation by Vertex Companies, Inc. (Jon Lemieux, Steven Kirby)

Jon introduced himself-a lot of fire station work-Steven introduced himself-worked previously in municipal, knows both sides-lives in Uxbridge, close by-Jon: founded in 1995-a lot of previous work for bonding companies, helps know potential problems-they are the project team-a lot of in-house professionals-not sure which OPM they will use (out the 42 they have)-many projects with Context-discussed our current project-check budget carefully, make sure all costs are covered-post CD document check-prequalification sub-committee, they help that along-Steve: review documents carefully, this helps avoid change orders-they work with Context on those finds-they watch carefully all equipment is counted for and utilities are there for them-commissioning agents, a good final check, discussed steps-watch day-to-day closely, should be a smaller punch list if they keep up with these things-transition process "RAKEN" system, daily progress-they provide good communication, as much or as little as you want-explained why Ver-

tex is a good choice.

Questions: 1) as they come in, evaluate themselves, may ask architect for assistance, your wallet is our wallet, make sure the process is ready to deal with them and not hold up the project, set up a minimum limit. 2) LEED is a decision each town has to make, can have a great energy efficient building without being LEED Certified. 3) Hard to find, can get good rebates on utilities, will bring any they find to us, if you want they will look but they are hard to find. 4) timing is critical, may not affect it depending on start time. 5) Keep on schedule and on budget and build a building.

Decision: After an extensive discussion on all three firms including topics of change orders, permits, grants, etc.


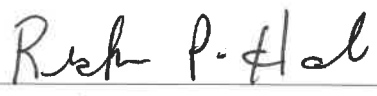
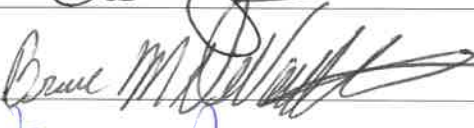

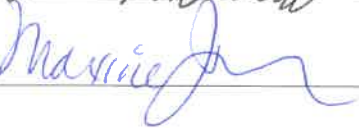

Motion by Brian seconded by Paul: Unanimous

First: CHA Consultants Inc.

Second: Vertex Companies

Third: PMA Consultants

Motion to adjourn by Brian seconded by Bruce: Unanimous

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