

Town of Seekonk
South End Fire Station
Building Committee

Committee Members Attendance:

☒ James Tusino (Chairman) ☒ Michael Bourque (Vice Chairman) ☒ Nicholas Rondeau (Clerk)
☒ Oscar Elmasian (Member) ☒ David Sullivan (Member)

Other Attendees:

Dan Tavares – CGA (Principal) | MaryBeth Carney – CGA (Project Manager) | Ashley Crossman – (Resident – 44 Raymond Dr.) |
Karen K. (Resident – Raymond Dr.)

Meeting Date: 1/20/2022 Time: 7:06 PM

Motion made by V. Chairman Bourque, seconded by Clerk Rondeau; to call the meeting to order at 7:06pm.

All in favor roll call vote: Chairman Tusino = Yes, V Chairman Bourque = Yes, Clerk Rondeau = Yes,
Member Oscar = Yes

“Per Governor Baker's Order suspending certain provisions of the Open Meeting Law, G.L. c. 30A, sec. 20 the public will not be allowed to physically access this South End Fire Station Building Committee meeting. However, public comments and questions may be submitted to the Board in advance of the meeting by sending an email to SeekonkSEFSBC@gmail.com prior to or during the meeting.”

This Meeting is being audio and visually recorded using the Town’s Zoom account.

Please notify the Chairman; at this time, if anyone watching this meeting is also audio and/or visually recording the meeting.

Update/Reminder related to Zoom:

Clerk Rondeau mentioned that all votes have to be a roll call vote and would recommend or request for ease of minutes and in order to be consistent, Chairman Tusino, V Chairman Bourque, Clerk/Secretary Rondeau, Member Elmasian, Member Sullivan.

And

Please keep your microphone muted when not speaking.

Agenda:

1.) Meet with the Town Contracted OPM – CGA.

Welcome Dan Tavares from CGA the Owners Project Manager.

Principal of the project, running the project.

And MaryBeth Carney is a project manager.

Looking forward to meeting the rest of the members.

Town of Seekonk
South End Fire Station
Building Committee

Committee Members Attendance:

☒ David Viera (Chairman) ☒ Michael Bourque (Vice Chairman) ☒ Nicholas Rondeau (Clerk)
☒ David Sullivan (Member) ☒ James Tusino (Member)

Other Attendees:

Chief Rave TA Cadime AsstTA/Dir.HR/Dir.Comms Days FF. Young Lt. Laprade Selectmen
Zorra Selectmen Sullivan

Meeting Date: 1/7/2021 Time: 7:00 PM

Per Governor Baker's Order suspending certain provisions of the Open Meeting Law, G.L. c. 30A, sec. 20 the public will not be allowed to physically access this Board of Selectmen meeting. However, public comments and questions may be submitted to the Board in advance of the meeting by sending an email to SeekonkSEFSBC@gmail.com prior to or during the meeting.

Continuing Business:

Information from Dir. Days related to Communications Department:

Dir. Days started referencing the Study Committee's last two provided architecture drawings which included a proposed added Communications Center in the South End Fire Station; including needed space for new consoles and planning for the future. Some of the included concepts in the architecture drawing included larger consoles than we currently have with the addition of two additional consoles. A space provided for the Director of Communications Office including a closet for storage. Also, to provide a better kitchen and lockers, wall space for the camera system monitors, and other concepts described below.

List was provided by Director Days including: An attached rendering by Brewster Thornton Group to provide Dispatch.

- a space that could accommodate a minimum of four consoles with the available space for a fifth or smaller console (console options were provided to Brewster Thornton Group so they understood the general design)
- an Office that would accommodate one desk for Dispatchers to complete training off the Comm Center floor
- Storage Space (Closet)
- A kitchen area capable of accommodating full size appliances, with a door to allow Dispatchers separation during meal breaks.
- Lockers
- an Office that overlooks the Communication Center for the Director
- an entrance directly into dispatch from the outside
- access to a bathroom outside of the Comm Center

Town of Seekonk
South End Fire Station
Building Committee

- an uninterrupted wall for monitors (no windows)

Added requests: Lavatory for Dispatchers not on the dispatch floor but for access to them.

Windows maybe at the top of the wall. Over cabinets for fresh air and natural light.

A solar tube similar to a skylight.

Requests from the Fire Department:

Chief Rave:

See the attached Document from Chief Rave. Addendum I.

If the building has a second floor the request from the Chief would be to include the:

- 5 dorms aka bunk rooms (bedrooms). Each bedroom would be separate one FF per room. Which has proven very important as a result of recent dealings with COVID19. One of the 5 rooms is a little larger which would be the Officers' quarters, desk and computer workstation and storage for files.

Try to maintain a female bunk room; having a single Fire Fighter room will be a great solution to maintain female bunks and give not only one but several options.

If a few extra bunk rooms could be made available for when extra personnel are being housed at the station during special events or weather-related events.

- locker rooms could be in the rooms or just outside of the rooms but easily accessible, and large enough for uniforms, clothing, personal items of the Fire Fighters. Looked at Acton, MA has a similar setup.

2 Stairways (for egress), and possibly a Fire pole.

- showers

all above mentioned would be on the 2nd floor.

One unisex bathroom on the first floor.

Recently visited Plainville and saw their gear storage which included 20 gear lockers. The room was about 16' by 16' in dimensions, off of the apparatus room. Separate ventilation from the rest of the building. With a negative pressure. Also, no ultraviolet light in the room.

A breathing air compressor room. There isn't one at Station2. HQ does have one. It would be great to have a second or backup at the South End Station. At least the room or space for the equipment. The purchase of the equipment can be done at a later time.

A room for Maintenance of the SCBAs and an enclosed room due to noise of the Air Compressor.

Request for a third apparatus bay, with the capability of backing into the bay.

Mr. D. Sullivan asked Chief Rave how much of the presented list meets NFPA standards, maybe not the size of the rooms presented but the concepts within the list, separation of bunker gear, locker rooms, etc. Chief Rave stated the concepts in the list provided do follow NFPA Standards.

Mentioned by the Chief Rave, Zetron alerting system – A study was conducted and shows an IP based system for the new proposed South End Station, North Station and HQ station would be the recommendation.

Town of Seekonk
South End Fire Station
Building Committee

North and HQ stations were estimated \$30,000.00 for each station for the IP based system. We need to add the cost of the Zetron alerting system for the South End Station either to the full project or a separate article for the North, South and HQ(Center) Stations.

Mr. Tusino mentioned the size of the lot to build on is going to cause an issue for the amount of parking at the site.

Mr. Tusino asked about the setbacks. Email was mentioned that Mr. Bourque was able to obtain from Town Planner. PDF was shown during the meeting See Addendum II.

Mr. Viera inquired about the new radio system and how would the communications center be able to link into the current system. Mr. Cadime mentioned the fiber optic could be branched off and brought down School St.

Mr. Viera asked Mrs. Days about the Communications radio system. Mrs. Days stated this was discussed at one point during the radio project. And Nick Rondeau might be able to speak a little more about it.

Mr. Rondeau referenced seeing in the feasibility study documents the possibility of using the old Radio Tower from Public Safety property, which would be installed at the South End Station, possibly in the Northern rear corner (facing the property from the road, the right rear corner) of the property.

The connection methods for the radio system would be Microwave and Fiber Optics which create a redundancy system

As Mr. Cadime mentioned, the Fiber Optics from Fall River Ave at School St could be split off down School St to the South End Station site. And as long as the Tower is tall enough to connect by line of sight taking into account the terrain and the tree line between the Fall River Ave site and the Public Safety Complex tower site this will complete the connection via microwave to the two locations. Allowing for the South End Fire Station/Communications Center connection to the new Radio Communications system.

The height of the Tower, tree line, and terrain will have to be determined and investigated to see if the Tower is tall enough to be used. There is a possibility of raising the concrete base of the Tower up above grade 5' to 10' to allow some additional height with the tower on it.

Mr. Sullivan mentioned the possibility of looking into the property behind the Seekonk Housing Authority for additional parking. Which is currently owned by the Housing Authority. Trying to keep it in mind for possible need of parking.

Mr. Viera stated we are most likely going to have to have a second floor to allow for the needs of the Fire Departments and the Communications Center.

Mr. Viera asked Mr. Cadime's thoughts on the second floor. Mr. Cadime mentioned, to keep in mind this is a satellite station, an additional station for the Town. Cost of a second floor is going to bring the overall budget up too high and cause the taxpayers to possibly not be in favor of it.

Town of Seekonk
South End Fire Station
Building Committee

Mr. Sullivan asked Mr. Cadime, does the State 911 have any funding that can be used for assisting the cost of the project that are non-regional related. Mr. Cadime stated the state might have grants available, we will have to look into any available grants.

Mr. Viera mentioned to summarize, and we need to pick meeting dates.

Mr. Sullivan asking Mr. Cadime, is Feb 11th too soon for a meeting after receiving the OPMs that are submitted. Mr. Cadime said Feb. 11th might be too soon.

New Business:

OPMs and RFPs timeline:

February 10th, 2021: submitted proposals received by Town Hall

February 11th : to the 25th Interviews

2/18/21 and 2/25/21 : Zoom meetings to review OPMs/RFPs

Proposed finalists

Next meeting: Date(s):

Review the submitted/received OPMs/RFPs: 2/18/2021 Time: 7:00 pm

Meeting to send finalists to Board of Selectmen: 2/25/21 Time: 7:00 pm

Meeting Minutes:

Motion to accept the meeting minutes from the September 9th, 2020 meeting, Motioned by Mr. Bourque.

Seconded by Mr. Sullivan.

Roll Call Vote: Nick Rondeau – Yes, David Sullivan – Yes, Michael Bourque – Yes, James Tusino – Yes, David Viera – Yes.

Town of Seekonk
South End Fire Station
Building Committee

Motion to accept the meeting minutes from the October 8th, 2020 meeting, Motioned by Mr. Sullivan.
Seconded by Mr. Tusino.

James Tusino – Yes, Nick Rondeau – Yes, David Sullivan – Yes, Michael Bourque – Yes, David Viera – Yes.

Motion to accept the meeting minutes from the December 10th, 2020 meeting, Motioned by Mr. Tusino.
Seconded by Mr. Sullivan.

Nick Rondeau – Yes, David Sullivan – Yes, Michael Bourque – Yes, James Tusino – Yes, David Viera – Yes.

Motion to adjourn the meeting at: 9:04 pm. Motioned by Mr. Bourque. Seconded by Mr. Sullivan.

Nick Rondeau – Yes, David Sullivan – Yes, Michael Bourque – Yes, James Tusino – Yes, David Viera – Yes.



SEEKONK FIRE DEPARTMENT

500 TAUNTON AVENUE
SEEKONK, MASSACHUSETTS 02771

SSEFSBC
Meeting Minutes: 1/7/21
Addendum I

David Rave
FIRE CHIEF

508.336.8510
FAX 508.336.0820

INTEROFFICE MEMORANDUM

TO: SOUTH END FIRE STATION BUILDING COMMITTEE
FROM: DAVID RAVE, CHIEF OF DEPARTMENT
SUBJECT: FIRE DEPARTMENT NEEDS IN A NEW FACILITY
DATE: JANUARY 7, 2021

Captain Bourque and myself have reviewed building plans from recent fire station construction projects. We have also spoken to fire chiefs from area departments for insight. Combining the information gained and our own experiences with the fire service need and recommended industry best practices, we have come up with the following list.

- Although the current plan is to staff the station with two firefighters, the station should be designed to house 4-5 firefighters comfortably.
- I believe a second story is the easiest way to house both a fire station and dispatch center at this location. Consider locating bunkrooms, conference / training room and larger bathroom with shower/locker areas and additional janitorial closet and supply storage on second floor.
- Zetron Station alerting system/ possibly include the upgrade of the entire department alerting system to either fiber optic or IP based system. Eliminate copper phone lines that are no longer maintained by Verizon.
- One unisex / handicapped accessible bathroom on first floor
- Janitor closet and supply storage on first floor.

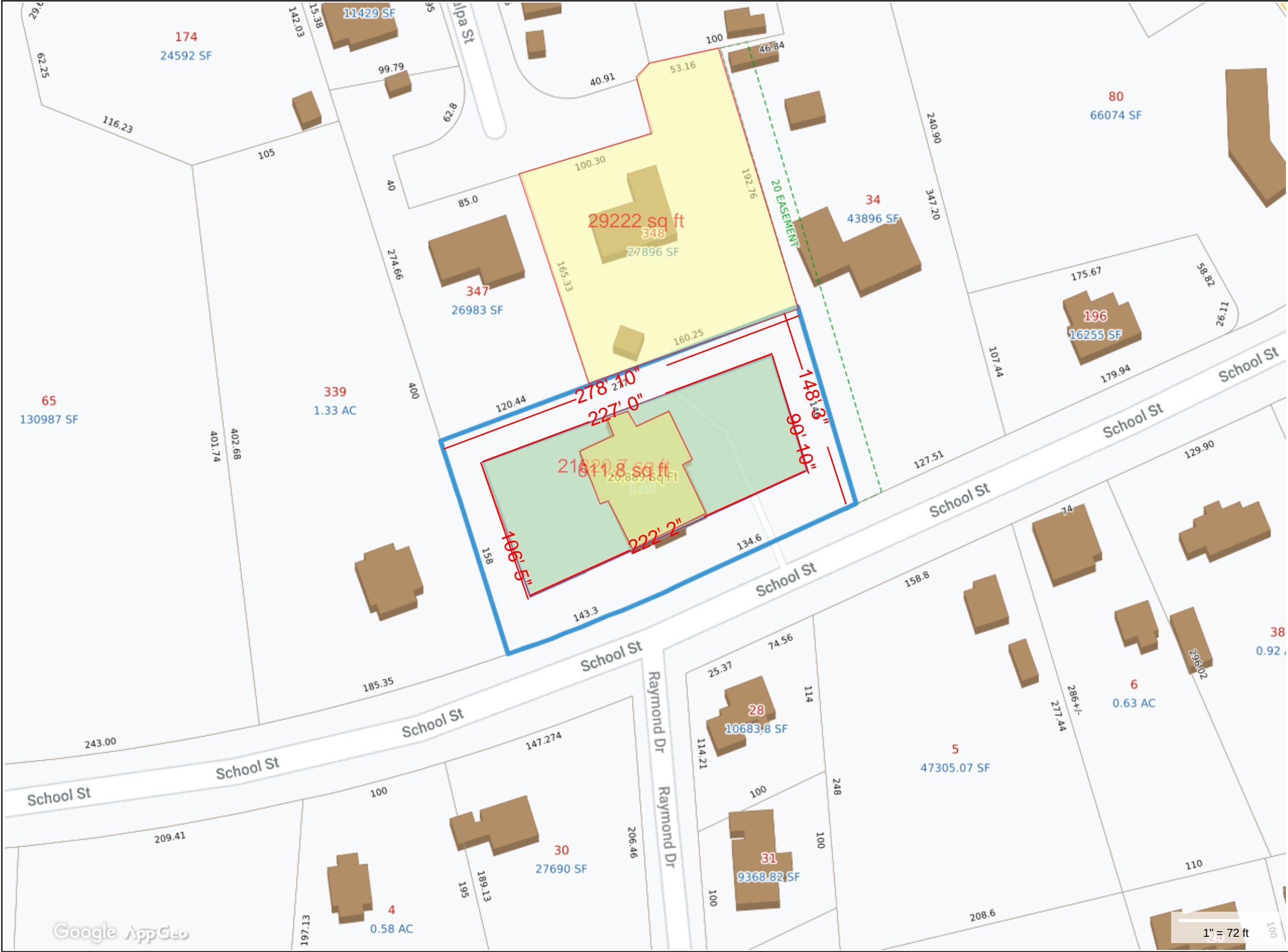
- Dayroom / Kitchen area should be a minimum of 1000 sf. on first floor
 - Commercial grade cabinets such as Stainless steel or plywood construction
 - Stainless steel prep tables in lieu of counters
 - Commercial grade appliances to include a gas range, dishwasher, large refrigerator / freezer and microwave and a large sink.
 - Commercial grade ventilation / exhaust hood
- Separate sleeping quarters should be included. 5 bunkrooms with one being a little larger than the rest to accommodate an officer's quarters with a desk/ file storage and a computer workstation. The smaller rooms should be approximately 10x12. The fact that Seekonk tries to maintain female bunkrooms, along with the obstacles that COVID has caused, does not support more than one person per room. Having extra personnel on duty when storms or activity calls for it becomes a problem with not enough sleeping areas.
- The bedrooms should contain 4 personal lockers each- 24" wide lockers are recommended. The lockers can be located inside the rooms or immediately outside the sleeping area such as in the Acton fire station floor plan.
- Fire pole from floor 2
- Exercise fitness room of at least 600-700 sf. on first floor
- Gear storage room with a minimum of 20 gear lockers. Approximately a 16' x 16' room. The room should be enclosed from the apparatus room, with no ultraviolet light and a separate ventilation system. (Off Apparatus room)
- EMS decon room approx. 8'x12' fully enclosed and located off apparatus room. The room should contain a sink, shower with basin, table, all surfaces in the room should be non-permeable and washable, storage for decon supplies and a drying area. (Off Apparatus room)
- EMS supply closet off apparatus room.
- Breathing air compressor room with area for SCBA repair and storage for SCBA parts. This room should be enclosed for air quality and breathing air compressor noise purposes (Off Apparatus room)

- Apparatus room should contain 3 bays if backing style is chosen. The 3rd bay allows for expansion in the future, Storage of reserve equipment currently stored at County St, additional plow truck, etc. The future needs of the fire department and the additional roles the fire service will play are not all clear, but any added services will cause the need for more space. The cost per square foot of construction would not add much to the total cost of the project if this is added now as opposed to in the future. The garage is probably the cheapest of the rooms to build. Recommendations that I have received from Chiefs that have recent built a fire station is that they wish they had a third bay, when they only had two, even when the two were drive through bays.
- Workshop area in apparatus room
- Gear wash room to house fire gear washer/ extractor and a gear dryer. 10x12 room off apparatus room.
- Hand wash sink in apparatus room so hands can be washed prior to entering the living quarters.
- Storage rooms off apparatus room to store lawn and garden equipment, snow blower, yard work tools, hose, generators, pumps, spare gear, etc. Any Storage rooms should be approx. 9x15 like Seekonk HQ storage rooms.
- Parking spaces need to be increased from the 8 and 1 handicapped as proposed.
- Dispatch needs to be completely separated from fire station on the interior. The current floor plan does not give dispatch its own bathroom. This gives a reason for dispatchers to be in the fire station side and vice versa. Dispatch may be better suited at the rear corner of the building for security purposes.


 David Rave
 Fire Chief

69 School Street Building envelope

SSEFSBC - 1/7/21 - Addendum II



Property Information
Property ID 265/007.0-0000-0035.0
Location 69 SCHOOL ST
Owner TOWN OF SEEKONK



MAP FOR REFERENCE ONLY
NOT A LEGAL DOCUMENT

Town of Seekonk, MA makes no claims and no warranties, expressed or implied, concerning the validity or accuracy of the GIS data presented on this map.

Geometry updated 6/1/2018
Data updated 6/1/2018

Town of Seekonk
South End Fire Station
Building Committee

Committee Members Attendance:

☐ _____ (Chairman) ☒ Michael Bourque (Vice Chairman) ☒ Nicholas Rondeau (Clerk)
☒ David Sullivan (Member) ☒ James Tusino (Member)

Other Attendees: Chief Rave, Town Admin. Cadime, Selectmen Zorra

Meeting Date: 7/8/2021

Time: 7:10 PM

Motion by Mr. Bourque to call the meeting to order at 7:10pm, July 8th, 2021.

Seconded by: Mr. Sullivan

Roll Call: Nick Rondeau - Yes, Jim Tusino - Yes, David Sullivan - Yes, Michael Bourque - Yes

Agenda item 1: Welcome new member appointed by the Town Moderator from the June 23rd, 2021 interview.

Motion to table the welcome of new member unable to make the meeting. Motioned by: M. Bourque; seconded by: D. Sullivan

All in Favor – Yes

Agenda item 2: Re-organize committee members.

Motion by D. Sullivan to vote J. Tusino as Chairman of the committee. Seconded by: Mr. Bourque,

All In favor – Yes

M. Bourque will remain as Vice Chairman

N. Rondeau will remain as Clerk/Secretary

D. Sullivan will remain as Member

Town of Seekonk
South End Fire Station
Building Committee

Agenda Item 3: Receive update from Town Administrator Cadime through Acting Chairman (V. Chair) Bourque.

M. Bourque reporting update from TA Cadime.

The Town Selectmen and Town Administrator are still working on the negotiations of the contract with Pomroy Associates with no determination at this time, the first choice of the Committee decided and forwarded to the Board of Selectmen during the Feb. 25th, 2021 meeting.

Agenda Item 4: Possibly discuss next steps.

Chairman Tusino to follow up with the TA Cadime and offer the Committee's assistance.

Agenda Item 5: Discuss next meeting dates.

Propose Tuesdays, the new member of the committee can not make Thursdays. August 17th Tuesday 7:00pm at the Town Hall – Meeting Room.

Agenda Item 6: Vote to approve Meeting minutes from the February 17, 2021 and February 18, 2021 meetings.

Motioned by: J. Tusino, seconded by: D. Sullivan All in favor – Yes.

Motion to adjourn the meeting, made by J. Tusino, seconded by D. Sullivan All in favor.

Chairman Tusino = Yes | Vice Chairman Bourque = Yes | Clerk/Secretary Rondeau = Yes | Member Sullivan = Yes.

Meeting concluded at 8:13pm

Town of Seekonk
South End Fire Station
Building Committee

Committee Members Attendance:

☒ James Tusino (Chairman) ☐ Michael Bourque (Vice Chairman) ☒ Nicholas Rondeau (Clerk)
☒ David Sullivan (Member) ☒ Oscar Elmasian (Member)

Other Attendees:

Meeting Date: 10/7/2021

Time: 7:10 PM

Open meeting:

- 1.) Welcome of Oscar Elmasian to the committee, mentioned retired as the East Providence Fire Chief and before that was in general contracting. And is back in general contracting, since retiring as the Fire Chief in East Providence. State he is looking forward to working with the Committee to build a Fire Station for the Town of Seekonk.
- 2.) Provided background and status of the committee what we have done so far. Explained the meetings held with the Communications Director, and Fire Chief at the time of the meetings the needs, wants, desires. Also discussed the starting of the creation of lists.
- 3.) Discussed next steps. One of the next steps we have is to find out the status of the OPM process with the Board of Selectmen and Town Administrator. Question was posed do we want to as a committee formulate a memo or letter from the committee to the Board of Selectmen and Town Administrator to state we would like to see the OPM process move forward? Chairman Tusino stated he would contact the Town Administrator to find out the status and a possible timeline.
- 4.) Review of Feb. 25th, 2021 meeting minutes.
 - a. Motion to table to next meeting. Made by: Oscar. Seconded by: Sullivan All in favor: Sullivan Yes, Elmasian Yes, Tusino Yes, Rondeau Yes.

Motion to adjourn made by Mr. Sullivan. Seconded by Mr. Elmasian.

All in favor = Yes

Chairman Tusino = Yes | Clerk/Secretary Rondeau = Yes | Member Sullivan = Yes | Member Elmasian = Yes
Meeting concluded at 8:58pm.

Town of Seekonk
South End Fire Station
Building Committee

Committee Members Attendance:

☒ James Tusino (Chairman) ☒ Michael Bourque (Vice Chairman) ☒ Nicholas Rondeau (Clerk)
☒ David Sullivan (Member) ☒ Oscar Elmasian (Member)

Other Attendees: Fire Chief S. Lowery

Meeting Date: 11/4/2021

Time: 7:00 PM

Open meeting:

Motion to call the Meeting to Order at 7:00pm, made by: Chairman Tusino; Seconded by: Member Sullivan:

Roll Call Vote:

All in favor. Sullivan= Yes, Tusino= Yes, Elmasian= Yes, Rondeau= Yes, Bourque= Yes.

1.) Receive any updates on the OPM status.

- a. Chairman Tusino communicated with Town Administrator via email and the communication in return was that we have a status of first choice Pomroy Associates price was too high the second choice of CGA was looked into, and the price was even higher than the first choice. The determination is trying to be made where to go from here.
- b. Elmasian: Asked if response time study from the School St. location has been done. A study was done during the Study Committee numbers were obtained. Unknown if any additional studies have been done since the Study Committee obtained the results of the study.
- c. What an OPM should cost which was looked at after the Feb. 25, 2021, meeting the price proposals were opened by the Town Administrator after permission from the Board of Selectmen to enter, into negotiation. The First choice by this Committee was Pomroy Associates and the price was determined high. The second price point was obtained from CGA and viewed by the Town Administrator and now waiting to here on a status.
- d. Elmasian: Ask Chief Lowery, what are your needs and thoughts for this station and building, 3rd Rescue and 3rd Engine, build bigger what are your thoughts? North station has an Engine and Rescue. We do need more space for apparatus to grow for the future. Chief Lowery said she has been thinking about it. She was just appointed and still trying to learn the position. At this point wants to try and keep the future open for space and options.
- e. Committee has mentioned to either present an update at the November Town meeting or at a Selectmen Meeting. It was determined to communicate to the Board of Selectmen with an update and to state with the new member of the committee and the new Fire Chief we need to find out the status of the OPM and the Town Administrator and the Board of Selectmen and request to determine the next meeting. Decided to provide at Town Meeting a generic update adding the committee has a new member, a new Fire Chief, the committee heard of the potential for Federal Grants with requirements and timeline, and also a request has been forwarded to be on the Board of Selectmen's next meeting agenda.



OPM Progress Report

Seekonk South End Fire Station Building Committee

1.20.2022

➤ **OPM Project Team:**

- Dan Tavares, Principal
- Marybeth Carney, Project Manager
- Shannon Khoury, Assistant Project Manager
- Clerk-of-Works: Bill Friar (TBD)

➤ **Review OPM Scope of Services:**

- Owner expectations of OPM?
- OPM Services and Fee based on effort and project duration:
 - Preconstruction (14 months)
 - Construction (12 months)
 - Project Closeout (3 months)
 - Demolition Allowance (early enabling project?)
- Assist Town with Designer Procurement
- Develop and Maintain Project Schedule
- Develop and Maintain Project Budget
- Review Designer Documents, monitor activities and performance
- Coordinate Contractor Bid Phase
- Develop Construction Quality Control Program (Budget/Schedule/Quality/Expectations)
- Provide full-time Clerk of Works/Field Representative during construction activities
- Oversee construction process and monitor contractor activities, schedule & performance
- Assist with Project Closeout activities, final commissioning, punch list inspections
- **Deliver project within budget, on time and within specifications!**
- *Additional Services: Independent Cost Estimating (\$15k-\$20k), Commissioning (\$20K), 3rd Party Testing/Inspections (\$75K-\$100K)*

➤ **Anticipated Project Schedule (subject to change):**

- **Preconstruction Phases (15 months)**
- February 2022 – April 2022: Designer Procurement/Award (3 months)
- May 2022 – June 2022: Schematic Design (2 months)
- July 2022 – September 2022: Design Development (3 months)
- October 2022 – February 2023: Construction Documents (5 months)
- March 2023 – April 2023: Contractor Bidding (2 months)
- **June 2023: Town Meeting to Approve Funding**
- July 2023 – June 2024: GC Award/Construction (12 months)
- July 2024 – September 2024: Project Closeout (3 months)
- October 2024: Move into new Building

PRELIMINARY PROJECT SCHEDULE

Seekonk South End Fire Station

Activity Name	Duration (Days)	Start Date	Finish Date	2022												2023												2024											
				1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
PRECONSTRUCTION	85.00	1/3/22	4/29/22																																				
Designer Procurement	70.00	1/24/22	4/29/22																																				
Schematic Design	45.00	5/2/22	7/1/22																																				
Design Development	52.00	7/21/22	9/30/22																																				
Construction Documents	105.00	10/3/22	2/24/23																																				
Contractor Bidding	41.00	3/1/23	4/26/23																																				
TOWN APPROVAL & BOND REFERENDUM	130.00	1/2/23	6/30/23																																				
Community Outreach	108.00	1/2/23	5/31/23																																				
Town Meeting	0.00	6/19/23	6/19/23																																				
Referendum Ballot Vote	0.00	6/26/23	6/26/23																																				
CONSTRUCTION & CLOSEOUT	320.00	7/10/23	9/27/24																																				
Construction	255.00	7/10/23	6/28/24																																				
Project Closeout	65.00	7/1/24	9/27/24																																				
Move Into New Building	0.00	10/1/24	10/1/24																																				
Negotiate Designer Contract	4.00	7/10/19	7/15/19																																				
				1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12



OPM Progress Report

➤ Owner Information:

- Confirm Building Committee membership, mission, goals and approval authority (BoS?)
- Confirm project need, scope, schedule, budget and expectations; Central Dispatch (?)
- Discuss Town Approval Process and Target Timeline?
- Owner expectations for Designer, past experiences, goals
- Furnish/provide access to project related documents (@groups.io?), files, reports, etc.
- Confirm Status of Existing Building and Site Assessments
 - HAZMAT Survey
 - Comprehensive Property Survey
 - Geotechnical/Geoenvironmental
 - Traffic Study/Wetland Delineation/Others?
 - Utilities, Septic System, Drainage, Communications and Infrastructure?
- Local/State/Federal/Environmental/Legal/ConsCom Permitting Requirements/ZBA
- Opportunities, Concerns, and Roadblocks?
- Requirements for CGA invoicing/approval process/purchase order/tax ID?

➤ Next Steps:

- Designer Selection:
 - Confirm Designer Selection Committee Members (Approving Body?)
 - Develop RFQ (Town?)
 - Solicit, receive and evaluate Designer responses
 - Interview, select and negotiate Designer fee proposal
 - Award Designer Contract
- Possible Designer Procurement Schedule:
 - 1/20/22 - 2/02/22: Develop RFQ
 - **2/02/22:** **Building Committee Meeting (RFQ Approval)**
 - 2/03/22: Notification to Central Register/CommBuys/Newspaper
 - 2/09/22: RFQ Available (site visit?)
 - 2/18/22: Questions Due
 - **3/02/22:** **Designer Responses Due**
 - 3/03/22 – 3/10/22: Proposal Review
 - **3/10/22:** **Building Committee Meeting (rank A/E firms)**
 - 3/11/22: Notify shortlist firms/schedule of interviews
 - 3/21/22 – 3/23/22: Conduct interviews (in-person/virtual?)
 - **3/24/22:** **Building Committee (rank firms and select finalist)**
 - 3/25/22 – 4/29/22: A/E Fee negotiations/obtain approvals/execute contract

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

- 2/02/22
- 3/10/22
- 3/24/22
- 4/21/22

Town of Seekonk
South End Fire Station
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- 2.) Continue with any updates with members of the committee.
- 3.) Continued discussion of next steps.
- 4.) Discuss next meeting dates.
 - a. None until an OPM has been entered into a contract with.
- 5.) Vote to approve Meeting Minutes from February 25, 2021, October 7, 2021.
 - a. Motion to approve the meeting minutes for February 25, 2021 and October 7, 2021 as presented. Made by: Sullivan Seconded by: Bourque
 - i. Roll Call Vote: Sullivan= Yes, Tusino= Yes, Elmasian= Yes, Rondeau= Yes

Motion to Adjourn at 8:00pm All in favor say Yes.

Town of Seekonk
South End Fire Station
Building Committee

Jim Tusino: Chairman

Capt. Bourque: Captain in the Fire department. History of other building construction.

Nick Rondeau: Clerk, Zoom coordinator, Dispatcher, and other technology.

Oscar Elmasian: Retired Fire Chief, in the construction field and lives in the town.

David Sullivan: will be in later, huge public safety experience.

MaryBeth Carney: Project manager, boots on the ground, making sure that you stay on track and on budget for the Town of Seekonk.

Shannon Khoury: Assistant Project Manager, seen most on-site during construction, works in the background.

Bill Friar: Clerk-of-Works will be on scene.

See "Seekonk OPM Report to BC_01-20-2022" PDF attached as Addendum I

Review OPM Scope of Services:

Discussions of the timeline, Architect, Demolition, and abatement of the site etc.

Dan will work into the plan for the abatement and demolition.

Discussion of the abatement of and demolition of the building and site work should be through the monies appropriated at Town Meeting.

Also, Community Outreach and advertisement notification of the project and where and when it is going forward.

Another document was presented with a timeline graph adding Community Outreach.

See "2022-01-20_Seekonk South End Fire Station Schedule" PDF attached Addendum II referred to as a Gant Chart.

Mention and welcome Resident Ashley Crossman (44 Raymond Dr), interested and in favor of the building just has some concerns related to sound of sirens and traffic in the area, and would like to stay informed during the process, etc.

We need some information and finalize the requirements for the site, especially related to the Communications center being added to the Fire Station.

Anticipated Project Schedule (subject to change) [no exact dates]:

Preconstruction Phases (15 months)

February 2022 – April 2022: Designer Procurement/Award (3 months)

May 2022 – June 2022: Schematic Design (2 months)

Town of Seekonk
South End Fire Station
Building Committee

July 2022 – September 2022:	Design Development (3 months)
October 2022 – February 2023:	Construction Documents (5 months)
March 2023 – April 2023:	Contractor Bidding (2 months)
June 2023	Town Meeting to Approve Funding
July 2023 – June 2024:	GC Award/Construction (12 months)
July 2024 – September 2024:	Project Closeout (3 months)
October 2024:	Move into new building

Possible Designer Procurement Schedule:

1/20/22 – 2/2/22:	Develop RFQ
2/2/22	Building Committee Meeting (RFQ Approval)
2/3/22	Notification to Central Register/CommBuys/Newspaper
2/9/22	RFQ Available (site visit?)
2/18/22	Questions Due
3/2/22	Designer Responses Due
3/3/22-3/10/22	Proposal review
3/10/22	Building Committee Meeting (rank A/E firms)
3/11/22	Notify shortlist firms/schedule of interviews
3/21/22 – 3/23/22	Conduct interviews (in-person/virtual?)
3/24/22	Building Committee (rank firms and select finalists)
3/25/22 – 4/29/22	A/E Fee negotiations/obtain approvals/execute contract

2.) Discuss with the OPM the next steps.

- a. Next steps start with contacting the Town Administrator to obtain the paperwork including the RFQ to be prepared and then presented at the next meeting for the notification and advertisement of and Architect.
- b. Posting of the RFQ for the Architect.
- c. When the RFQ proposals have been submitted a meeting setup to review qualifications and decide on an Architect. Possibly a second or third meeting needed with a Sub-Committee.
- d. When a decision from the Committee has been made can forward the recommendation to the Town Administrator and Board of Selectmen so that a contract can be discussed and entered into.
- e. After the Architect contract has been signed then can begin to meet with the Committee to continue the process mentioned in the OPMs report (see attachment).

3.) Discussion on any related updates.

- a. Member Sullivan mentioned about possibly adding a notification on the Facebook Group “Konk Konnect”. Clerk Rondeau will investigate this possibility.

4.) Discussion on next steps in the process.

5.) Approval of minutes for the following meetings:

Town of Seekonk
South End Fire Station
Building Committee

- a. January 7, 2021 meeting
 - i. Motion to approve the January 7, 2021 meeting minutes made by Member Elmasian seconded by Member Sullivan as submitted. Vote: Chairman Tusino = Yes, V Chairman Bourque = Yes, Clerk Rondeau = Yes, Member Elmasian = Yes, Member Sullivan = Yes.
 - b. July 8, 2021 meeting
 - i. Motion to approve the July 8, 2021 meeting minutes made by Member Sullivan, seconded by Member Elmasian as submitted. Vote: Chairman Tusino = Yes, V Chairman Bourque = Yes, Clerk Rondeau = Yes, Member Elmasian = Yes, Member Sullivan = Yes.
 - c. October 7, 2021 meeting
 - i. Motion to approve the October 7, 2021 meeting made by Chairman Tusino, Seconded by Member Sullivan as submitted. Vote: Chairman Tusino = Yes, V Chairman Bourque = Yes, Clerk Rondeau = Yes, Member Elmasian = Yes, Member Sullivan = Yes.
 - d. November 4, 2021 meeting
 - i. Motion to approve the November 4, 2021 meeting minutes made by Member Sullivan, Seconded by Member Elmasian as submitted. Vote: Chairman Tusino = Yes, V Chairman Bourque = Yes, Clerk Rondeau = Yes, Member Elmasian = Yes, Member Sullivan = Yes.
- 6.) **Motion to adjourn made by: Member Sullivan, seconded by:** Member Elmasian at 8:22pm.
Chairman Tusino = Yes, V Chairman Bourque = Yes, Clerk Rondeau = Yes, Member Elmasian = Yes, Member Sullivan = Yes.

Next meeting: Date: 2/2/2022 Time: 7:00 pm Zoom meeting.

Add Addendum I "Seekonk OPM Report to BC_01-20-2022" and Addendum II "2022-01-20_Seekonk South End Fire Station Schedule"