

**Department of Public Works Building Committee**

**AGENDA**

Tuesday March 13, 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. Review and approve meeting minutes from January 10, 2023
- C. OPM Report
- D. Review and rank companies for Designer Services.
- E. Approval of Invoices
- F. Public Comment
- G. Discuss other topics not reasonably anticipated by the Chairman 48 hours before the meeting
- H. Schedule next meeting
- I. Adjourn



# OPM Report

## SEEKONK DPW COMPLEX

3.13.2023

### ➤ **UPDATES, DISCUSSIONS and ACTION ITEMS:**

- Site visit was conducted on January 18<sup>th</sup> with representatives from the Building Committee, DPW, and CGA. The locations of previous test pits, extent of current landfill/composting conditions, and property boundaries were reviewed.
- Designer Services Request for Qualifications (RFQ) was issued on February 15, 2023. Twenty-five companies requested the RFQ, 15 firms that offer architectural services. Other requests included engineering and consulting firms, and project publication agencies. *See attached list.*
  - The following four architectural firms submitted proposals:
    - Brewster Thornton Group, Providence, RI
    - HKT Architects, Charlestown, MA
    - RGB Architects, Providence, RI
    - Rowse Architects, Foxborough, MA
- Next Steps:
  - Finalize review of Designer Proposals
  - Status of References
  - Confirm Evaluation and Scoring Criteria
  - Rank and Select Firms to Interview
  - Schedule and Conduct Interviews: March 22, 2023 (Times: TBD);
    - Discuss format of interviews, in-person and/or virtual, Duration? 45-60 minutes: 30-minute presentation, 15 minutes Q&A. Allow for 15 minutes between each group to set-up/leave.
    - Standard questions for all firms and/or unique to the firms? Who will be asking the questions, individuals, or full committee?
  - Final Ranking of Firms
  - Issue Notifications to Firms
  - Notify Board of Selectmen of Firm Selection
  - Commence Contract and Fee Negotiations
  - Execute Contract
- Project Information Status:
  - Property Survey
  - Phase I Site Assessment
  - Existing Traffic Study



# OPM Report

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

- January 2023 – March 2023: Designer Procurement/Award (3 months)
- April 2023 – June 2023: Schematic Design (3 months)
- July 2023 – October 2023: Design Development (4 months)
- November 2023 – March 2024: Construction Documents (5 months)
- April 2024 – May 2024: Contractor Bidding (1.5 months)
- **May 2024:** ***Town Meeting to Approve Funding***
- June 2024 – September 2025: GC Award/Construction (16 months)
- October 2025 – November 2025: Project Closeout (2 months)
- December 2025: FF&E Installations/Move into new Building

➤ **PROPOSED BUILDING COMMITTEE MEETING DATES (?)**

- Proposing Building Committee meetings for 2<sup>nd</sup> Wednesday each month



## DPW Complex Designer - Document Requests

Bid Deadline March 8, 2023 3:00PM

as of 02/22/23

<u>Company Name</u>	<u>Point of Contact</u>	<u>Mailing Address</u>	<u>City, State</u>	<u>Telephone</u>	<u>Email</u>	<u>Date Emailed:</u>
1 Rowse Architects	Jessica H. Cobbs	400 Massasoit Avenue	East Providence, RI 02914	401-331-9200	<a href="mailto:jcobbs@rowsearchitects.com">jcobbs@rowsearchitects.com</a>	2/16/2023
2 Wright-Pierce	Meg Slater	10 Dorrance Street, Suite 840	Providence, RI 02903	860-852-1901	<a href="mailto:meg.slater@wright-pierce.com">meg.slater@wright-pierce.com</a>	2/16/2023
3 Helene-Karl Architects, Inc.	Gregg Yanchenko	61 Skyfields Drive	Groton, MA 01450	978-449-0470	<a href="mailto:hka@npv.com">hka@npv.com</a>	2/16/2023
4 Weston&Sampson	Stephanie Coombs	55 Walkers Brook Drive, Suite 100	Reading, MA 01867	978-573-4165	<a href="mailto:Coombs.Stephanie@wseinc.com">Coombs.Stephanie@wseinc.com</a>	2/16/2023
5 Dodge Construction Network	Dana Gessel			833-467-1113 ext. 5104	<a href="mailto:Dana.Gessel@construction.com">Dana.Gessel@construction.com</a>	2/16/2023
6 Turowski2 Architecture, Inc.	Celeste Soares	227 Union Street, Suite 301	New Bedford, MA 02740	508-758-9777	<a href="mailto:Celeste@2architecture.com">Celeste@2architecture.com</a>	2/16/2023
7 Gannett Fleming	Jackie Ragucci-Olsen	5 Eves Drive, Suite 200	Marlton, NJ 08053	908-692-9666	<a href="mailto:iragucci@gfnet.com">iragucci@gfnet.com</a>	2/16/2023
8 HKT Architects, Inc.	Amy J. Dunlap	24 Roland Street, Suite 301	Charlestown, MA 02129	617-776-6545	<a href="mailto:adunlap@hktarchitects.com">adunlap@hktarchitects.com</a>	2/16/2023
9 Foley Buhl Roberts & Associates, Inc.	Dennis C. Duffy	2150 Washington Street	Newton, MA 02462	617-527-9600	<a href="mailto:dduffy@fbla.com">dduffy@fbla.com</a>	2/16/2023
10 The LiRo Group	Kirstie Moreno	529 Main Street, Suite 3303	Boston, MA 02129	617-532-6309	<a href="mailto:MorenoK@liro.com">MorenoK@liro.com</a>	2/16/2023
11 RGB Architects	Doreen Bennett	50 Holden Street	Providence, RI 02908	401-272-1730	<a href="mailto:dbennett@rgb.net">dbennett@rgb.net</a>	2/16/2023
12 Fitzmeyer & Tocci	Beth Grande	300 Unicorn Park Drive, 5th floor	Woburn, MA 01801	781-481-0210	<a href="mailto:bgrande@f-t.com">bgrande@f-t.com</a>	2/16/2023
13 DHK Architects	Katie Gething	54 Canal Street, Suite 200	Boston, MA 02114	857-702-0066	<a href="mailto:kgething@dhkinc.com">kgething@dhkinc.com</a>	2/16/2023
14 PEER Consultants	David Gorden	67 South Bedford Street, Suite 400W	Burlington, MA 01803	781-238-8880 ext. 1102	<a href="mailto:gordend@peercpc.com">gordend@peercpc.com</a>	2/17/2023
15 Complete Energy Services	Kim Kingston	407 South Street, East Unit A2	Raynham, MA 02767	617-595-8740	<a href="mailto:kkingston@cescorp.com">kkingston@cescorp.com</a>	2/17/2023
16 Tecton Architects	Christine Alson	34 Sesquassen Street, Suite 200	Hartford, CT 06106	860-990-6906	<a href="mailto:ChristineA@tectonpc.com">ChristineA@tectonpc.com</a>	2/21/2023
17 Rider Levett Bucknall	Jessie Delorey	60 South Street, Two Financial Center, Suite 810	Boston, MA 02111	617-737-9339	<a href="mailto:jessie.delorey@us.rl.com">jessie.delorey@us.rl.com</a>	2/21/2023
18 Kuth Ranieri	Rob Marcalow	32A Main Street, STE 2	Franklin, MA 02038	508-538-9611	<a href="mailto:rmarcalow@kuthranieri.com">rmarcalow@kuthranieri.com</a>	2/21/2023
19 Construct Connect	Sarah Torres			323-602-5079 ext. 75305	<a href="mailto:Sarah.Torres@ConstructConnect.com">Sarah.Torres@ConstructConnect.com</a>	2/21/2023
20 Starck Architects	Rodney Jacques	126 Cove Street	Fall River, MA 02720	508-679-5733	<a href="mailto:riacques@starckarchitects.com">riacques@starckarchitects.com</a>	2/21/2023
21 PWXPress	Mary Miller	1900 Coffeeport Road	Jacksonville, FL 32208	408-676-8941	<a href="mailto:bids@pwxpress.com">bids@pwxpress.com</a>	2/21/2023
22 Nitsch Engineering	Austin Conroy	2 Center Plaza, Suite 430	Boston, MA 02108	617-338-0063	<a href="mailto:aconroy@nitscheng.com">aconroy@nitscheng.com</a>	2/21/2023
23 James Carr Architecture & Design	Alisa Roznerita	366 Boylston Street	Brookline, MA 02445	617-595-6351	<a href="mailto:a.roznerita@jamescarrarchitect.com">a.roznerita@jamescarrarchitect.com</a>	2/21/2023
24 Deltek	Patricia Manarin	2291 Wood Oak Drive	Herndon, VA 20171	800-456-2009	<a href="mailto:PublicRecords@Deltek.com">PublicRecords@Deltek.com</a>	2/21/2023
25 Brewster Thornton Group Architects	Christine M. Shea	317 Iron Horse Way, Suite 202	Providence, RI 02908	401-861-1600	<a href="mailto:ChristineS@brewsternthornton.com">ChristineS@brewsternthornton.com</a>	2/22/2023

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

**DATE: Tuesday, January 10, 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, Mike Gagne, Michelle Hines, Kevin Hurst

**Absent:** Edward Monigan

**Also Present:** Shawn Cadime, Town Administrator, Carol Ann Days, Assistant Town Administrator, David Cabral, DPW Director, Dan Tavares, CGA Project Management (OPM), Marybeth Carney, CGA

**Call to Order:** Chairman John Pozzi opened the Building Committee meeting 4:02 PM, which was seconded by M. Gagne. Vote was unanimous.

**I. General Discussion with the OPM including high level project schedule**

- A. The Owners Project Manager (OPM) report, with the Project Management Team cell phone numbers was distributed. The report was presented by Dan Tavares, who thanked the committee for selecting CGA and the opportunity to assist the town in building a new DPW facility. It was noted that Marc Zawatsky was out of town and not able to attend this meeting.
- B. Review of OPM Services and Draft Project Schedule was presented. Dan Tavares explained the role of the OPM team was to be advisors to the Owner and provide oversight for each phase of the project. They would work with the town to develop the project schedule and budget which include costs for Furniture, Fixtures & Equipment (FF&E) and Technology.
- C. Dan Tavares presented an overview of a potential project schedule, which included the various phases: Schematic Design, Design Development, Construction Drawings, Bidding, Construction, and Closeout. CGA anticipated 16 months for preconstruction services and 16 months through construction close out with potentially moving into the new facility in fall 2025. CGA noted that this schedule may be aggressive but would continue to get updated and confirmed once the Designer is retained.
- D. CGA provided a general overview of each phase and duration once the Designer is procured starting with Schematic Design (SD), which is estimated to take 3 months to complete. This phase includes the initial verification of existing conditions and the site and building program would be reviewed and confirmed. Additional site investigations, i.e., geotechnical and geoenvironmental assessments, traffic studies, conservation, understanding of permitting requirements, surveys, hazmat assessments, etc. An SD cost estimate would be prepared to establish a baseline of costs. Design Development (DD) is estimated to take 4 months, which further refines the building and site program needs, development of the design, floor plans,

interior design, material selection, specifications, and cost estimates. Site investigations and permitting requirements would continue. Designer would prepare a construction cost estimate. Construction Documents (CD) is estimated to take 5 months and is the stage where the documents are being prepared for contractor bidding and construction. Cost estimates would typically be prepared at the 60% level and or later. Contractor bid phase typically takes 2 months to secure subcontractor and general contractor bids. Prior to bidding, general contractors and filed sub-bid subcontractors would need to be prequalified to bid the project. Construction is estimated to take at least 16 months including the closeout phase. CGA services during construction includes a full-time clerk or works on site during construction activities. CGA noted that the building committee would be meeting monthly or more often during the design phases.

- E. CGA noted that the preliminary cost estimate included with the Feasibility Study appeared to be low and did not include enough escalation based on current and projected construction costs.
- F. CGA understood that preliminary test pits were provided during the feasibility study, but mentioned that additional test pits and borings would be needed to further confirm underground conditions. Michelle Hines expressed concern with costs associated with site investigations. CGA emphasized the importance of site investigations to determine the extent of subsurface conditions, hazardous materials, soil characteristics and structural bearing capacity, and potential leaching into the subsurface. Dave Cabral stated the DPW would dig the test pits when they are needed.
- G. CGA requested all information and documentation that the town had of the site. Dave Cabral mentioned that reports were included in the feasibility report but will confirm. He will also check to see if a traffic study was performed as well. Dave Cabral will confirm the information provided to the Brewster Thornton Group at the time of the feasibility study.
- H. CGA asked if a property survey and wetland flagging had been done for this site, which was confirmed not to be the case. Building Committee members expressed concern that abutter's may be encroaching the site and may not like the proposed project. The Committee believes the location was right for the town, as it is centrally located and already town owned. A survey would be paid for through the project budget. Dave Cabral recommended putting hard bound markers along the property edge. The Building Committee agreed the survey should be scheduled and the abutters notified by the Town Administrator's office that the survey would be completed over the next few weeks. ***Motion made by John Pozzi, seconded by Michelle Hines, for Dave Cabral to initiate the site survey, all were in favor, motion passed.***
- I. Dan Tavares recommended hiring a Commissioning Agent (Cx) for this project and explained their role and responsibilities. As an independent agent who represents the town's best interest, they would review the design documents through every phase of development to provide a higher level of quality assurance of the proposed building systems. During construction they would be on site to inspect, test and verify the installations and systems, including mechanical, electrical, plumbing, building and lighting controls, and building envelope systems. CGA suggested that this be further explored and considered at a future building committee meeting.
- J. Dan Tavares recommended that the Committee consider an independent cost estimator be hired to perform a separate peer estimate. CGA further explained that given the current and project construction climate, having an additional estimator would provide another cost assessment that would be reconciled to better inform the committee of costs.

- K. Dave Cabral expressed concern with proprietary controls built into the specifications. He noted the biggest challenge with any project was maintaining the building after the warranty was over and being restricted to a single vendor. Dan Tavares recognized the challenges with building systems and vendors being locked-in adding that this would get further discussed with the architect and engineers. CGA noted that proprietary items would need the approval of the owner and building committee.
- L. Committee confirmed that renovations or demolition of the existing DPW facility would not be part of this project.
- M. Project invoices recommended for payment by CGA would be submitted to Shawn Cadime and John Pozzi, who would forward them to the Building Committee for approval. The Building Committee Agenda will include a standing line item to approve invoices.
- N. A site visit was scheduled for January 18, 2023, at 1PM with the committee and Dave Cabral.
- O. Future Building Committee meetings will be held on Wednesdays at 4:00 PM. Next meeting will be scheduled after Designer proposals have been received.

## **II. Procurement of Designer Services**

- A. CGA, with assistance from Shawn Cadime, would prepare a Request for Qualifications (RFQ) for Designer Services procurement. Project schedule and building program would get further developed when the designer was on board. The designer would provide cost estimates during Schematic Design, Design Development, and Construction Documents. Shawn Cadime requested the Building Committee approval to work with the OPM to draft documents, issue RFQ and receive proposals, which would be shared with the committee. *J. Pozzi made the motion, which was seconded by M. Hines to authorize S. Cadime and the OPM to move forward with documents for Designer Services. Vote was unanimous.*

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

- A. None

## **IV. Adjournment:** A motion was made to adjourn. John Pozzi made the motion, seconded by Mike Gagne, all were in favor, motion passed.

*The DPW Building Committee meeting ended at 5:08 p.m.*