

Approved November 29, 2017

Mendon Police Station Building Committee Meeting
Mendon Town Hall
Mendon, MA 01756
Thursday, November 16, 2017
7:00 p.m.

I. Call to Order

The meeting was called to order at 7:04 pm by Don Morin.

Building Committee Members Present:

Mike Ammendolia, Police Chief Dave Kurczy, Don Morin, JP Parnas, Eric Peterson, and Linda Thompson.

Joe Cronin arrived at 7:18pm; Moritz Schmid arrived at 7:25pm.

Mary Bulso, OPM, Daedalus Projects, Inc.

II. Approval of Meeting Minutes – October 25, 2017

MOTION: A motion was made by Mike Ammendolia, seconded by JP Parnas to accept the meeting minutes from October 25, 2017.

DISCUSSION: None.

VOTED: Unanimous.

III. Review Open Action Items on Decision Action Log

- Work with the abutter to the Town Hall campus to get the town and the neighbor's lawyers together to document an agreement whereby the neighbor will provide up to twenty-five feet along the south side of the town hall campus for a length as far back as needed for a second egress for the new police station. – Chief Kurczy informed the Committee that Town Counsel has been in contact with the lawyer for the abutter and they are having discussions to document an agreement to provide the necessary land to support a second means of egress for the new police station.
- Check into posting to the Central Register the awarding of the OPM contract to Daedalus Projects, Inc. for the Mendon Police Station Renovation / Construction project. – Mary needs to follow up with her office on this. She isn't sure if this was done or not.
- Check to see if the Fire Department or Historic Commission wants the old fire horn from the former fire station building. – Chief Kurczy still needs to follow up on this. Mike Ammendolia suggested that the Town consider raffling off the fire horn as a fund raiser / PR if nobody claims it.
- Draft a letter to the BOS, cc'ing the Historic Commission asking that the charging stations be relocated and that the former fire station be cleaned out. Both activities need to be completed before the end of the calendar year. – Don

sent an email to the BOS and JP forwarded it to the Historic Commission. Kim Newman has been asked by the BOS to develop plans for each of these two items. Mike Ammendolia suggested that perhaps items in the Fire Station could be raffled or sold off as a fund raiser to help raise some funds for Public Safety.

IV. Update on RFQ for Designer Services and Site Walk

Mary informed the Committee that there were four participants at the site walk. The sign-in sheet from the walk is posted to the Building Committee website. She also shared a list of those potential responders who have asked to be added to the Town's email list to receive any potential addenda that may be issued to the RFQ.

V. Review Questions and Approve Answers from Potential Responders

Mary reviewed the list of questions that have been submitted by potential responders. The questions, Mary's answers and the discussion that ensued are as follows:

- 1.01 RFQ for Designer Services appeared in the October 25, 2017 edition of the Central Register under General Contracts.
The Revised RFQ for Designer services with addendum was advertised in the November 1, 2017 edition of the Central Register under Designer Services.

Answer: The revised RFQ dated November 1, 2017 supersedes the RFQ dated October 25, 2017.

Discussion: The Committee accepted this answer as written.

- 1.02 RFI: I have a question regarding the RFQ for the Renovation of 22 Main Street for the new Mendon Police Station. The RFQ requests year-end financial statements and balance sheets be included in the submission. As a private company, the firm's financial statements are confidential and not typically included in public qualification submittals. Would a statement of financial stability with agreement to provide the documents at a later date be acceptable in the submission?

Answer: We should discuss this. Financials are not public record and should be separate from the proposal. At a minimum we should add only 1 financial statement to be submitted in a separate sealed envelope.

Discussion: The Committee agreed with Mary's suggestion to include one copy of financials in a separate sealed envelope. Mary will re-word the answer to reflect this.

- 1.03 Unfortunately, I wasn't able to attend the briefing session last week. Is there any chance you could please provide me with any information I might have missed and a list of companies that attended the briefing session?

Answer: Walk thru sign in sheet attached.

Discussion: Mary will also add that the sign in sheet is posted to the Police Station Building Committee website.

- 1.04 The study does not identify the need for a fire protection cistern for the new Police Stations fire suppression system, which is likely required by NFPA for a public building supplied by a well. Is the value of this system included in the estimate provided by the study?

Discussion: The Committee suggested that Mary check with Michael McKeon of Kaestle Boos Associates to ask what was included in the study.

- 1.05 The study does not identify mechanical, electrical or emergency electrical support spaces. Are we to assume that mechanical systems are to be located on the roof or exterior to the building?

Discussion: The Committee agreed that no mechanical systems will be located on the roof or exterior of the building. All systems need to be contained within the building.

- 1.06 The study identifies several program spaces on the upper level without provisions for handicap accessibility and without reasonable duplication of space on the lower level. Are we to assume that an elevator is to be incorporated into the design, or that the layout of space is to be revised by the selected design team to be compliant with the ADA and the Massachusetts Architectural Access Board regulations?

Discussion: The Committee discussed that the original study calls for a locker room, showers, workout room, etc. on the second floor that is only accessible by able bodied police staff. Chief Kurczy stated that since the Mendon Police department is small, the town uses insurance to cover staff members that may be out of work due to injury. There is no such thing as "light duty" for Mendon police staff. Because there is no need for anyone but able bodied police staff to access the second floor, the Committee doesn't believe that the second floor needs to be ADA accessible. Since this is an ADA issue, Don suggested that the Committee contact Kevin Rudden, Mendon's ADA coordinator to get his take on this. Don agreed to contact Kevin.

ACTION: Contact Kevin Rudden to inquire about the ADA accessibility question received from a potential responder to get his thoughts on things. – Don

- 1.07 The cost estimate outlined in the study that was used to approve funding at May Town Meeting FY2017 identifies construction cost escalation to January 2018. We have recently seen construction cost escalation in this region exceeding 3% per year. Based on the assumed project schedule of mid-summer 2018 bidding, is the Town anticipating requesting additional funding to cover this gap in project finances, or willing to modify the program and building gross square footage to reduce the cost of construction?

Discussion: The Committee agreed that the new Police Station needs to be designed within the available approved funds. No additional funding will be requested from the Town.

VI. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

Eric Peterson asked if a generator was included in the proposal and if so, what assumptions were made regarding how powerful it is and what services it will

support. Mary said she would check with Michael McKeon at Kaestle Boos to find out.

ACTION: Contact Michael McKeon of Kaestle Boos Associates to find out if a generator was included in the proposal and if so, what assumptions were made regarding how powerful it is and what services it will support. – Mary

NOTE: After the meeting Daedalus Projects Inc. recommended that Mary not seek information from Kaestle Boos Associates during the RFQ for Designer Services process. This action will be closed.

Don mentioned that the Committee was asked to send a representative to the Boards and Commissions Cabinet Meeting on Monday, November 20th. Chief Kurczy stated that he was planning to attend anyway and that he would represent the Building Committee. Don stated that he believed Tim Aicardi is also planning to attend and can also represent the Committee along with Chief Kurczy.

VII. Next Meeting Date, Time and Agenda

The Committee agreed to meet on Wednesday, November 29th at 7pm to distribute the responses to the RFQ to each Committee member so that they can be reviewed and rated against a set of predefined criteria. The Committee will also decide how much time it will need to review all the proposals.

VIII. Adjournment

MOTION: A motion was made by Eric Peterson, seconded by Moritz Schmid to adjourn the meeting.

DISCUSSION: None.

VOTED: Unanimous.

The meeting adjourned at 7:47 p.m.

Minutes by Don Morin