

Sterling Senior Center Building Committee

Butterick Municipal Building - COA Room

August 14, 2014 - 6:30 PM

MINUTES

Committee Present: Chairperson Maureen Cranson, Vice-Chair Michael Padula, Kevin Beaupre, Robert Bloom, Richard Maki (L=7:48) and Weymouth Whitney. Absent: Karen Phillips. OPM: Michael Josefek and Peter Koczera. T. A.: Jeff Ritter. Guest: Judy Reynolds.

Opening Meeting: Ms. Cranson opened the meeting at 6:30 PM.

Approval of Minutes:

31 July 2014 Motion to approve made by Mr. Whitney and second by Mr. Padula. VOTE: YEA = 6, NAY = 0, ABS = 1.

4 August 2014 Motion to approve made by Mr. Whitney and second by Mr. Beaupre. VOTE: YEA = 7, NAY = 0, ABS = 0.

7 August 2014 Motion to approve made by Mr. Beaupre and second by Mr. Whitney. VOTE: YEA = 7, NAY = 0, ABS = 0.

Summary of joint BOS/Building/OPM:

Ms. Cranson briefly reviewed the meeting with the Sterling Board of Selectmen on 7 August 2014 where she introduced Mr. Josefek and Mr. Koczera to the BOS and they presented their qualifications. The discussion turned to hiring an outside Clerk of the Works (CoW) or one hired directly by Sterling. The Pros and Cons were shared. Selectman Cutler stated that he would prefer to have the CoW as part of a package and employed by the OPM. The main advantage would be clarification of total responsibility between the OPM and the CoW. Working with one entity means that all responsibilities for both the OPM and CoW are focused in one direction, Architectural Consulting Group.

Mr. Ritter reported that preliminary contract language has been agreed to between ACG and the Town. A motion was made by Mr. Beaupre and second by Mr. Padula to hire ACG for both the OPM position and the Clerk of the Works position. VOTE: YEA = 7, NAY = 0, ABS = 0.

Tentative total cost of services for an OPM and a CoW was expected to be \$199,557. Ms. Cranson thanked Mr. Ritter for negotiating with ACG. Mr. Padula supported including the scope of services as part of the final contract with ACG.

At 7:00 PM, Mr. Josefek and Mr. Koczera joined the meeting. There was a discussion about the RFQ for an architect and Mr. Ritter will follow a similar format to that used in hiring the OPM. Mr. Josefek estimated that the designer fees for a project of our size (~6,500 SF) would be between 9% and 11%. The Committee was reminded that notice to the Central Register must be received no later than Tuesday for publication on Wednesday of the following week. A newspaper such as the Worcester T & G will also publish an RFQ for a designer. Committee members wanted to have the notifications published as soon as possible.

ACG thought that providing a five-month window for the architect would be sufficient and projected actual construction, from beginning to finish, would occur within 10 months. Responding to Mr. Bloom's question about the time to receive the first set of schematic drawings, the ACG suggested a 30-60 day period should be expected from the architect.

The Committee agreed that Mr. Ritter would be the contact person regarding the designer RFQ. Sealed bids would be opened at 5:00 PM on the final day (TBA) of submission in the office of the Town Administrator.

Ms. Cranson will be the contact person for ACG.

Next Steps: BOS approves contract with ACG for OPM and CoW services
ACG will develop a schedule of events
Committee/Mr. Ritter will publish the designer RFQ
Committee/ACG will review designer RFQ's
Schedule interview with designer candidates
Select architect and recommend selection to the BOS
ACG schedules 3-4 hour seminar for interested local sub-contractors
Seek property delineation by survey firm
Future discussion with gas and electric companies re: utilities

Mr. Maki excused himself because of a family emergency and Ms. Cranson took the following minutes. There was discussion about removal of trees on the site and when the use of prevailing wage becomes effective (at the point of actual construction).

Considerations:

- Trees, etc. can be removed by Town entities (Electric/DPW) w/o bids. Mr. Ritter will explore possibilities.
- A simple trade proposal may be entertained. Or, use the general bidding process.

Mr. Ritter asked the ACG principals to explain "Liquidated Damages" to the Committee. In essence, these are penalties paid by the General Contractor if work is not completed by the end of the contractual period. The OPM assesses and proves a loss. Then the Town charges the contractor. These daily monetary charges serve as an incentive to the contractor to move the project along in a timely manner. Each delay equates to additional electrical, heat, OPM, and other expenses.

ACG was questioned about the need for a punch list. They indicated the importance was highly significant. Before final sign off and occupancy, any item not completed will be monetized. If work is not right, it is not paid for. ACG is particularly tough in this situation.

Next Meeting: August 21, 2014 at 6:30 PM in the Butterick Municipal Building – COA room.

Adjournment: The Committee approved a motion by Mr. Whitney, second by Mr. Padula, to adjourn at ~8:33 PM. VOTE: YEA = 6, NAY = 0, ABS = 0.

Respectfully submitted by
Richard H. Maki
Richard H. Maki, Clerk