

Topsfield Town Hall Building Committee

June 3, 2015

Chairman Jackson called the meeting to order at 9:04 AM at the Town Hall. Committee members present were Boyd Jackson, Elizabeth Mulholland, Ben Nutter and Gregor Smith, and ex-officio member Martha Morrison. Community Development Coordinator Roberta Knight was also present.

Visitors: Dick Gandt

Schematic Design RFP: The Committee members reviewed the Composite Draft 1 dated May 21, 2015 for the Request for Proposals for designer services for the schematic design plan for Town Hall. Chairman Smith noted that he and Roberta Knight previously met to discuss the legal requirements for the RFP and the scope of services. This draft document is a composite of the Town's legal front end and scope of services which the Chair had drafted. Several items were discussed: repetitive language was deleted where appropriate and reviewed to be same where required.

Phasing Schedule: At this time, Chairman Smith reviewed the detailed Phasing Schedule for the Project and presented the members with the latest updated phasing plan. He noted that funding is currently available for Phase 1. The RFP process that the Committee is currently tasked with will result in the choice of an architect to complete a program schematic plan, and provide alternatives with costing. This phase is scheduled to commence as of September 1, 2015 and costs and alternatives should be delivered for discussion purposes by February 1, 2016. The Committee would seek funding for Phase 2 at the next town meeting in May of 2016 at which time the request would be to fund the design development plans, the Owner's Project Manager (OPM) and engage a construction manager if the "construction at risk" process is chosen. Phase 1 will provide soft cost number and Phase 2 will provide hard construction numbers. Phase 2 costs would range for \$700K to \$1M depending on the approach. Chairman Smith also noted that the Committee should develop a schedule to meet frequently with the Selectmen to keep town officials informed of the process and status of the project.

Construction At Risk: Chairman Smith further elaborated on the Construction At Risk approach. He explained that this is how the private world approaches construction projects. In Massachusetts, the public process has been to first proceed with a public sub-bid process and then proceed with the general contractor bid and engage the contractor that has the lowest bid. This is all done at the end of the planning process after the design development plans have been completed. Using Construction At Risk, preliminary to the commencement of the design development phase, the Town would go out to bid for a general contractor and they would do an open book process for the sub-bids. This would be a cost plus arrangement such that the Town would see all costs of the general contractor. The general contractor becomes part of the design team in a collaborative and

less costly project. It would be a qualification based selection process for the general contractor.

Town officials need to make a choice on which approach, and if Construction at Risk is chosen, then the Town would need to petition the state at the beginning of Phase 2 for permission. The Phase 2 process would fund the general contractor for pre-construction services, the design architect and OPM.

RFP/Schematic Schedule: It was the consensus of the Committee that the Request for Proposal should be published in the Central Register for July 1, 2015 with proposals due by July 24th. The schematic programming would commence by September 1st and alternative plans with cost estimates should be completed for discussion by February 1, 2016. The final schematic design plan with costing must be decided no later than March 1st. As part of the discussion of the RFP schedule the members had two side discussions as follows:

Council On Aging Space: Ms. Knight noted that the senior needs assessment should be completed by December 2015. It was the consensus of the Committee that the program plan if an addition is required should first address the space needs of general government, and then needs of the Council on Aging. An addition should not be based on the program needs of the Council on Aging.

Architect List: It was the consensus of the Committee that members should forward architect names and contact information to Ms. Knight for architects that have a historic preservation skill set. She would forward an email seeking interest in the project.

After a lengthy discussion on timing and the selection process, the Committee finalized the following Selection Process Timetable such that the chosen architect can commence services by September 1st after negotiating the fee and contract.

- **July 1, 2015** – Advertisement published in Central Register
- **July 8, 2015** – Site visit and walkthrough at **10:00 AM**
- **July 24, 2015** – Proposals due at Topsfield Town Hall by **10:00 AM**
- **Week of August 17th** – Interviews, if the Town determines they are necessary
- **August 24, 2015** – Award of design contract

[Refer to meeting minutes of the June 24th meeting and composite draft # 3 dated June 23, 2015 for final RFP language and selection timetable]

Ms. Knight was directed to contact Town Counsel relative to the guidelines for the interview process.

Other Exterior Projects: The Committee discussed the status of the:

- Exterior parking lot stairs
- Demolition of the side porch
- Front Façade and 3 Second Floor Windows
- Window Restoration Project

Ms. Knight informed the members that after much discussion between the contractor Steve Nutter and Building Inspector Glenn Clohecy, it was determined that the stairs would need to be reconstructed within the frame. As far as the side porch was concerned, the contractor would reserve the slate and follow the same procedure for its demolition as in the case of the other porch that was demolished last fall.

Relative to the front façade project and the three second floor windows, Ms. Knight noted that she has a contract with pricing for architectural services signed by Richard Smith which will need to be placed today on the Selectmen's agenda for signing. She is basically waiting for specifications from the consultants for the front façade project; however, in the meantime, she will draft the legal front end for the invitation for bids. As for the windows project, there has been no word from Mass Historic Commission on the date of award for the grants. She will need to check on the estimated costs of both projects to determine which Chapter 149 procurement procedures must be followed.

The meeting was adjourned at 10:00 AM.

Respectfully submitted,

Roberta M. Knight
Community Development Coordinator

Per the Open Meeting Law, the documents that were either distributed to the THBC before the meeting in a packet, or at the meeting were:

1. Agenda
2. RFP Composite Draft #1 dated May 21, 2015
3. Phasing Plan

Approved as written at the _____ 2015 Town Hall Building Committee meeting.

Pursuant to the 'Open Meeting Law,' G.L. 39, § 23B, the approval of these minutes by the Committee constitutes a certification of the date, time and place of the meeting, the members present and absent, and the actions taken at the meeting. Any other description of statements made by any person, or the summary of the discussion of any matter, is included for the purpose of context only, and no certification, express or implied, is made by the Committee as to the completeness or accuracy of such statements.
