

MEETING MINUTES #16

Project: Topsfield Town Hall Renovation and Historic Preservation

Date of Meeting: June 15, 2016

Attendees: Gregor Smith – Building Committee, Chair
Elizabeth Mullholland - Building Committee
Donna Rich – Building Committee
Mark Lyons – Building Committee
Josh Rownd – Building Committee
Boyd Jackson
Richard Gandt
Wendall Kalsow – MK&A
Ferzin Engineer – MK&A
Doug Manley – MK&A

Meeting Summary

Item	Date	Subject	Responsi- bility
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NEW BUSINESS

13.1	05/18/16	MKA Contract Proposal Committee is still reviewing the MKA services proposal for the design development, contract document, bidding and construction administration phases. Town will issue a letter of intent that will authorize MKA to continue work while the Owner/Architect Agreement is being developed.	
	5/25/16	Update: Donna will write a letter of intent. Gregor will distribute a copy of the MKA proposal to the Committee for review, with his mark-ups. Amendment to existing contract would be the best way to proceed.	
	06/01/16	Update: Committee will review a draft letter of intent today. Gregor and Wendall are planning to have a phone conversation later this week to review comments on the MKA proposal.	
	06/15/16	Update: Committee voted to approve the contract amendment. It will go to the Board of Selectmen for decision on 6/20.	
			Committee

13.4	05/18/16	Building User Input MKA will further develop the various departments to show furnishings, etc. over the next couple of weeks. Then building users should be invited to review and comment. MKA should review IT requirements with Bob Sundberg. Donna will work on scheduling a time that could work for a meeting.	
	05/25/16	Update: Committee provided a list of IT requirements.	
	06/01/16	Update: MKA will coordinate with Donna for setting up times to review drawings with the various departments. Also, Committee will work to identify someone who can comment on the requirements for Cable TV.	
	06/15/16	Update: MKA will meet with departments on 6/15 and 6/16 to review space design.	
13.5	05/18/16	C149a Procurement Attendees agreed to pursue the Construction Manager at Risk approach to the project. Gregor is working on a Request for Qualifications for the Owner's Project Manager. When OPM and Architect contracts are in place, the Town will apply to the Inspector General for a Notice to Proceed with c149a delivery method.	Committee
	06/01/16	Update: Gregor has a draft version of an RFP for the OPM for review.	
	06/15/16	Update: the advertisement of the RFP for the OPM will appear in the 6/22 Central Register. Review and decision process will then take about a month.	
13.6	05/18/16	Site Survey MKA requested that the survey drawings be further developed to include contour and elevations, since re-grading of the site is critical for accessibility and drainage. MKA to mark up a plan to indicate the extent of area where contour should be identified.	
	05/25/16	Update: MKA's civil engineer (Graham Associates) is to provide topography as part of his scope. MKA will coordinate with Donohoe and Graham.	
	06/01/17	Update: MKA still needs to coordinate topo provisions with Graham and Donohoe. Also, MKA needs to start to identify location options for the septic system so that this can be	

		worked into overall planning for temporary office trailers.	MKA
13.7	05/18/16	Program for Auditorium Use Team needs to work on identifying use requirements for the restored auditorium. Committee will identify stakeholders, and will also look back to earlier Committee work that addressed this issue.	Committee

15.1	06/01/16	Additional Plan Review Comments MKA should look at options for storage of tables and chairs to help with the flexibility of meeting rooms.	MKA
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NEW BUSINESS

16.1	06/15/16	Planning for Temporary Town Hall <ul style="list-style-type: none"> • MKA will provide a square footage requirement for temporary office space. 	
16.2	06/15/16	Public Information Session <ul style="list-style-type: none"> • A public presentation of the project will be given at the July 25 Selectmen's Meeting. MKA will present project. Team should work to have the full project schedule determined for the meeting. 	
16.3	06/15/16	Next Meeting <ul style="list-style-type: none"> • Next meeting will be June 22 at 8:00am at Town Hall. 	

Please review minutes. These minutes are accepted as accurate and complete unless corrections and/or additions are received within 72 hours of issue.