



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 22

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, December 06, 2017
LOCATION: Oak Bluffs Town Hall
56 School St.
Oak Bluffs, MA 02557

ATTENDING:

Bill McGrath, Chair, THBC	Bob Whritenour, Town Admin.
Walter Vail, THBC	Richard Toole, THBC
Alice Butler, THBC	Karen Finley, THBC
Marilyn Miller, THBC	Steve Auerbach, THBC
Jim Dearing, THBC	John Lebica, DPI
Jason Balboni, THBC	Joe Sullivan, DPI
Joan Hughes, THBC	Antonia Kenny, K+K Architects
	John Keenan, K+K Architects

The following is a record of the above reference meeting:

OLD BUSINESS

- 2.14 O.P.M. Duties/Responsibilities
- Moving
 - Temp. Facilities
 - Modular Vault
- 7.10 Provide elec/IT connections in Foyer for future receptionist. Discuss message boards, signage, and directories. Bill McGrath will be on Signage Committee, will research electric billboard.
- 9.04 OB Town Hall Site Investigation: J. Lolley, PE.
- Excavation of areas adjacent to Pacific Ave. found parts of old foundation of previous school. Verify w/Comm/OPM extent of documentation required for accurate demo bids.
- 11.06 Add Alternate for series of steps and landings. **Add Alt. will be No. 2. Add Alt. 1 is a transfer switch for Emergency Generator.**
- 12.02 Additional Services: K+K to send to Joe Sullivan.
- Farrissey proposal to install E One Pump (\$7,500.00). Committee wanted to know the placement of the holly tree. TBD **Scope for sewer install needs to be defined by J. Lolley, R. Combra, Farrissey and J. Monteith to obtain 3 prices for install.**
 - Transfer switch for Emergency Generator. **Add Alt. No. 1 – Revised.**
- 14.01 Temporary Facilities:
- Moving furniture – Joe S. to discuss w/movers cost of items to move.
- 18.07 Geotech engineer asked to revisit the report (2014) and make any new recommendations based on new building design. Also asked to provide shoring system description for excavation and foundation construction. Done, need review/approval of proposal.
- 19.04 Temp. trailer RFP received only one bid which was over budget amount. To be rebid immediately, due in 4-5 weeks. Proposals due Dec. 13, Bob W. to open and evaluate Dec. 15.

Committee vote Dec. 20. Set up trailers by end of Jan '18, move Town Hall in February. **See New Business.**

- 19.13 Re-use existing exterior building sign. Committee will review sign options, use composite materials.
- 19.15 Need J. Lebica to report back on HazMat survey update.
- 20.03 Recycling Bins – K+K proposes smaller, coordinated bins for each floor. John Lebica will review w/Richie Combra re: building management. **No decision.**
- 21.04 New project schedule discussed and revised start of construction, demo, etc. is requested. All done prior to Town Meeting. Joan asked that Landscaping areas (by Owner) be required to be ready by May 1, 2019. Revised schedule forwarded to Joe S. for his review. **See attached Schedule (as amended at meeting). Bid Phase now begins Feb. 5, 2018.**
- 21.05 Both new proposals for additional Geotech Engineering services and AV design to be reviewed for approval as soon as possible.
- 21.06 Town Offices materials to be eliminated. Shredding Date: December 6, 3027, 9:30 AM. **Need new dates in January.**
- 21.07 Some discussion was had concerning the Schedule and Demo/Hazmat/ vault work start dates and whether to bid them separately, not in G.C. bid or scope. **Hazmat and vault ahead of construction, demo part of GC bid.**
- 21.08 K+K would like the interior finishes subcommittee to visit their offices in Falmouth to discuss samples, products, etc. **K+K to advise on new date, possibly on-island.**

NEW BUSINESS

- 22.01 Joe S. reviewed revised project budget dated 12/6/17. K+K to confirm consultant costs.
- 22.02 Planning Board tonight - Joan Hughes to present Rich Klaytor’s proposed LID drainage/bio-retention areas.
- 22.03 Bob W. noted Town could designate ten parking spaces at Town parking behind Church for G.C. use. J. Keenan reviewed staging area proposed for G.C., to be shown on Construction Drawings.
- 22.04 Temp. trailer bids extended one week to Dec. 22. Committee to open Non-Price Proposals only and rank. Bob W. to review on Dec. 28 and Comm. will open Price Proposals and award contract.
- 22.05 J. Lebica to contact Chief Rose about State Fire Marshall’s decision on vault - verify “non-combustible” designation is correct as per vault mfr.
- 22.06 J. Lolley to provide cut and fill calcs. Where will G.C. store excavated material - ask Richie Combra.
- 22.08 Liquidated damages in contract shall be \$1,000.day.
- 22.09 Next meeting will be on Wednesday, December 13, 2017 at 9:30 a.m. at Town Hall.

Submitted by:

John J. Keenan, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

cc:	Bob Whritenour	Wayne Mattson	Joe Sullivan	John Lolley
	Bill McGrath (for distribution)	Tom Lee	John Lebica	



Oak Bluffs New Town Hall: Proposed Timeline/Schedule Revised December 6, 2017

Town Meeting: April 11, 2017
 Vote: April 13, 2017
 Start/Contract: May 1, 2017

<u>PHASE OF SERVICES</u>	<u>DATE OF COMPLETION</u>
A. Review Preliminary Design Phase:	Completed
B. Design Development Phase:	Completed
DD Cost Estimate/Peer Review:	Completed
C. Construction Documents Phase (90%):	January 9, 2018
CD Cost Estimate/Peer Review:	January 31, 2018
D. Bidding Phase (6 weeks) Start:	February 5, 2018
1. Filed Sub-bids due:	March 6, 2018 (4 weeks)
2. General Bids due:	March 20, 2018 (2 weeks)
E. Contract award:	April 1, 2018
F. Start of Construction*:	May 1, 2018
G. Project Completion, 14 months:	August 1, 2019

<u>TEMPORARY FACILITIES</u>	
A. Bid Trailers:	December 2017
B. Trailers set-up, fit out:	
IT, Tel, Power, Water, Sewer:	January 25, 2018
C. Move Town Hall furniture, etc.	February 15, 2018
D. HazMat remediation, vault dismantled and stored/demolition:	April 1, 2018
E. New Town Hall project start of Construction:	May 1, 2018

* Construction Phase schedule required from General Contractor to indicate all sitework/prep (by G.C.) for Landscaping (by Owner) to be completed by April 15, 2019.