



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 8

FINAL DESIGN, BID AND CONSTRUCTION PHASES

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, July 26, 2017
LOCATION: Oak Bluffs Town Hall
56 School St.
Oak Bluffs, MA 02557

ATTENDING: Bob Whritenour, Town Administrator
Bill McGrath, Building Committee Chair
Steve Auerbach, Building Committee
Walter Vail, Building Committee
Marilyn Miller, Building Committee
Joan Hughes, Building Committee
Jim Dearing, Building Committee
Colleen Morris, Building Committee
Karen Finley, Building Committee
Laura Johnson, Town Clerk
John Lolley, P.E.
Joe Sullivan, Daedalus Projects, Inc., Project Manager
John Lebica, Daedalus Projects, Inc., Project Clerk
Antonia A. Kenny, R.A., Keenan + Kenny Architects, Ltd.
John J. Keenan, R.A., Keenan + Kenny Architects, Ltd.

The following is a record of the above reference meeting:

OLD BUSINESS

- 2.02 Eversource needs to be contacted to begin design, engineering, etc.
- G&V has contacted Eversource and submitted a Work Order Application (7/13/17).
- 2.07 Martha's Vineyard Commission. Application not required. **See New Business.**
- 2.09 John Lebica is researching modular vaults. Design for new town hall calls for 225 S.f. (net); current vault is 50% of that. K+K will review w/Clerk on June 7. J. Lebica located Firelock Modular Vaults which installed the existing vault at OB Town Hall that can be disassembled and reinstalled and enlarged. Note 2 doors at existing vault have 2 ratings, to be confirmed with State. Telcon Terry French at State Archives: New supervisor knows 6 hour vault door is an issue, they will be redoing regulations. In the meantime, try to comply as much as we can with existing regulations.
- 2.13 Consultants
- Recommendation: David Perreira, IT/AV, Security: Owner Contract. K+K to contact David Perreira for proposal. **Travis Larsen, local IT contact.**
- 2.14 O.P.M. Duties/Responsibilities
- Moving, Temp. Facilities
 - Peer Review
 - Vault

- IT/Security/A.V. (sound & projection systems)/Communications (need consultant)
- 2.15 Subsurface Explorations
- Original Elementary School Demolition. J. Lolley has found plans for original foundation.
 - Check for Foundations, DPW will assist w/test holes. John Lolley will oversee. **Scheduled for July 27, 2017.**
- 4.02 Temporary Town Hall Site: Committee discussed access from Pacific and/or School St., both may be feasible. There was discussion of the church septic system easement and negotiating a trade to connect church to sewer and use for trailers and eliminate easement. Discussion was tabled; trailers will be ordered with holding tanks to start. SB&H did a Site Plan of the church parking lot for O.B. dated 1997, J. Lolley or K+K to inquire. John Lolley will contact SB&H to provide a perimeter survey, no topography was deemed necessary. J. Lolley to forward to K+K and Bill McGrath when ready.
- 4.07 Daedalus will assist to provide a flow test for engineers. Scheduled for 7/20/17. Also check availability of trailers they had contacted.
- 5.01 Temporary Facilities schematic of 3 trailers, each approx. 24 x 60, was reviewed. Access to the trailers was discussed and the amount of decking will be reduced for cost purposes. Discussion of awnings or temporary coverings for the deck at entry areas will be reviewed when a final plan is approved. Decking was reduced, K+K to send revised plan for cost estimating to Daedalus. **Done. DPW (Richie Combra) to review.**
- 5.03 The Temporary Trailer Site Plan Review will be a separate filing.
- 6.01 Site Plan Review Package has been assembled and will be submitted to Planning Board for official review. Landscape Plan will be revised as part of submittal to indicate plantings on slope adjacent to new entry drive (L1.0 to reflect C1.1). K+K to send digital SPR application to Bill McGrath and copy Joe S. Site Plan Review Application was filed July 13, 2017, Planning Board waiting for department's input. **Site Plan Review scheduled for July 27, voting on referral to MVC.**
- 6.02 Joe S. has prepared an RFP for the trailers:
- one w/self-contained (also cost to service once/week)
 - one without and with tie-in to Town Sewer.
- 6.03 Joe and John L. to research additional spaces for Town Clerk for Temp. Facilities. Police Station has offered their vault for temporary use. Town Clerk to be in trailers with other Town Departments. Use vault at Police Station, was used previously as Town Hall. **K+K to revise plan.**
- 6.04 Joe S. will review w/Bldg. Dept. what permits are required for Temp. Facilities. Verify if ZBA is included.
- 6.06 K+K send revised Floor Plans to Bill McGrath or Joe S. to distribute to Departments by Friday for approval.
- 6.07 J. Lolley to designate "Limit of Work" on Site Plan.
- 6.08 K+K to ask G&V about plumbing code requirements regarding "Unisex" Toilets. **Town Admin. noted toilets will remain labeled as is.**
- 7.02 Joe S. has meeting today with modular company. Bid Aug. 1 (3 weeks), procure trailers in Sept./Oct. On island pump weekly (Septic Solutions, plus others), also look into connecting to Town Sewer (ask Bob W.).
- 7.04 K+K to prepare Demolition Drawing and Bid Package. Show limit of work to include old foundations.
- 7.05 Plan change: eliminate exterior door from Staff Room on Pacific Ave., replace with windows. Plans went to all departments, Bill M. will check with Bob W. on comments. **Change Treasurer – add Office, move wall 2' over.**

- 7.06 K+K plan to review building acoustics w/consultant, focus on Meeting Room and sound-proofing spaces adjacent to elevator shaft.
- 7.07 K+K was requested to ask consultants for present vs. future energy use. Determine extent of solar application (all future except conduits at this time).
- 7.08 K+K to coordinate w/Bob W.: Interior Security – what is open to public and when, who locks up. and security cameras. General agreement us that there is need for a Town Facilities Manager to oversee.
- 7.09 K+K to coordinate w/Bob W.: Department sign offs, temp. vault.
- 7.10 Provide elec/IT connections in Foyer for future receptionist. Discuss message boards, signage, and directories.
- 7.11 Part of Bldg. Permit Application if ZBA is reported: for Sept. 21 meeting, deadline is Aug. 31.
- 7.12 Revise schedule: **See attached Revised Schedule.**
- DD complete Aug. 21 (DD estimate back Sept. 1)
(K+K to do Design Development presentation to Committee at end of DD)
 - CDs Aug. 22 – Nov. 22 (CD estimate back Nov. 8)
 - Trailers – October
 - Move Town Hall – Nov. 1
 - Nov – Dec: Hazmat Remediation, Demolition
 - Out to bid: January 1, 2018

NEW BUSINESS

- 8.01 Martha's Vineyard Commission: Planning Board Site Plan Review is voting on 7/27/17 whether to refer to MVC.
- 8.02 Temp. Trailers: Locate Clerk with BOS, provide separation wall. K+K to redo plan.
- 8.03 SB&H Site Plan is done, request cost for limited topo in area of trailers. Temp. trailers will need separate Site Plan Review application; locate public and employee parking. Public at area off School St. (Bill McGrath will speak to Church/Owner), Employees can park in lot behind existing Town Hall or off Pacific Ave.
- 8.04 Relocate E One pump for library – use extra pump to hook up and swap out existing when disconnected.
- 8.05 Next meeting will be on Wednesday, August 2, 2017 at 11:00 a.m.

Submitted by:

Antonia A. Kenny, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

cc: Bob Whritenour
Bill McGrath (for distribution)

Wayne Mattson
Tom Lee

Joe Sullivan
John Lebica

John Lolley

Oak Bluffs New Town Hall: Proposed Timeline/Schedule Revised July 25, 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, 2 weeks:	July 15, 2017
B. Design Development Phase, 7 weeks:	August 21, 2017
DD Cost Estimate/Peer Rev., 2 ½ weeks:	August 21 – September 1, 2017
C. Construction Documents Phase, 8 weeks:	November 22, 2017
CD Cost Estimate/Peer Rev., 2 ½ weeks:	November 8 – 22, 2017
D. Bidding Phase, 5 weeks:	January 1 – February 5, 2018
E. Receipt of Bids, contract award:	February 14, 2018
F. Start of Construction:	March 12, 2018
Demolition and Site prep first by Demo Contract.	
G. Project Completion, 14 months:	June 1, 2019

<u>TEMPORARY FACILITIES</u>	
A. Bid Trailers:	July – August, 2017
B. Trailers set-up, fit out:	
IT, Tel, Power, Water, Sewer:	October 1, 2017
C. Bid demo/HazMat:	November – December, 2017
D. Move Town Hall furniture, etc.	November 1, 2017
E. HazMat remediation/demolition:	November – December, 2017
F. New Town Hall project start of Bid Phase:	January 1, 2018