



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 16

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, October 4, 2017
LOCATION: Oak Bluffs Town Hall
56 School St.
Oak Bluffs, MA 02557

ATTENDING:

Bob Whritenour, Town Admin.	Steve Auerbach, THBC
Bill McGrath, Chair, THBC	John Lebica, DPI
Colleen Morris, THBC	Joe Sullivan, DPI, via Phone
Joan Hughes, THBC	Antonia Kenny, K+K Architects
Jim Dearing, THBC	John Keenan, K+K Architects
Alice Ryan Butler, THBC	

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).
- 2.14 O.P.M. Duties/Responsibilities
 - Moving
 - Temp. Facilities
 - Modular Vault
- 5.03 The Temporary Trailer Site Plan Review will be a separate filing.
- 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.
- 6.04 Joe S. will review w/Bldg. Dept. what permits are required for Temp. Facilities. ZBA hearing is required. Courtesy review – non-conforming use and setbacks. Colleen will email application to John Lebica. **ZBA application is w/Colleen.**
- 7.04 K+K to prepare Demolition Drawing and Bid Package. Show limit of work to include old foundations.
- 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). K+K to ask MEP consultants.
- 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. Review with IT/Security Consultant David Pereira, scheduled for 9/22/17. **Bob W., Joe S., and K+K met w/David P. and telcom w/Travis Larsen. P. Pereira will do a plan for electronic**

security, 5 conf. rooms and exterior doors w/closed circuit cameras on exterior doors. A preliminary plan will be sent to Travis L.

- 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.
- 9.01 Martha's Vineyard Commission: **See New Business.**
Note: MVC Review will include traffic review by MVC personnel.
Schedule:
- MVC: September 28, 5:00 p.m. at OB Library Main Conf. Room. Staking of new building to view before meeting. (4:00 p.m.) Location revised to Town Hall Meeting Room.
 - Decision back in writing by mid-October
- 9.02 Planning Board said they were "frozen" until MVC complete. Joe S. wants P.B. to review in tandem with MVC, move forward with same schedule.
- 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.
- 10.01 Temporary Facilities –
- Site Plan –John Lolley provided a stamped plan from SB&H that was accepted by the Bldg. Dept. Note: show setbacks on proposed plans.
 - Joe S. will solicit bids for temporary trailers. Bids expected back around Oct. 7.
- 10.05 Universal Environmental Consultants (UEC) did original hazmat survey – J. Lebica to contact for update. Critical path item. K+K forwarded 2013 ARAM Environmental Testing to Joe S.
- 11.05 Question regarding requirement for shoring during construction – review w/J. Lolley. Mentioned in original Geotech report.
- 11.06 Discussion of limit of Work and grading between Library and Town Hall. Bob W. suggested a review of alternative grading would be helpful in planning for the future. A better connection between Pacific Ave. and the lower level would benefit both the Library and Town Hall. Provide Add Alternate for series of steps and landings. **Add Alt. No. 2.**
- 12.02 Additional Services: K+K to send to Joe Sullivan.
- J. Lolley, P.E. Temporary Trailer Site Plan Proposal (\$5,500.00) approved at a previous meeting (not-to-exceed).
 - Farrissey proposal to install E One Pump (\$7,500.00). Committee wanted to know the placement of the holly tree.
 - **Transfer switch for Emergency Generator. Add Alt. No. 1.**
 - Griffith & Vary Temporary Facilities Electrical work (\$5,000). Eversource needs a separate Work Order for the Trailers location, approved, forward for processing. (Not-to-exceed T&M)
- 12.04 K+K to contact David Pereira at GGD re: IT. GGD proposal signed by Bob. W.; schedule meeting with Town. 9/22/17.
- Town IT: Travis Larsen 508-292-9208.
 - MVTV: Carl Holt 508-696-9760. **Contact Carl Holt for equip. requirements.**
- 13.01 Temp. Facilities:
- Joe S. will bid trailers to have fit-out and deck construction costs compared w/trailer companies and local companies.
 - Also compare costs for holding tanks and water vs. bringing to facility. Joe S. has a pump for Temp. Facilities. John L. will ask Farrissey for cost to connect trailers.
 - Met w/Richie Combra, pricing paved area and striping.
 - Joe S. will meet w/movers – how much will be moved? K+K to discuss w/departments. Remainder may be consolidated in large conference room and sold or donated.

- 14.01 Temporary Facilities:
- Moving furniture – Joe S. to discuss w/movers cost of items to move.
 - Joe S. to send Narrative for trailers to Bill McGrath for Planning Board application.
 - Joe S. will compare cost to lease vs. buy trailers (could be sold later).
 - G&V need elec. load calcs. from trailers for Eversource. **John Lebica noted locksmith was at Police Station today to redo lock.**
- 14.02 Bill McGrath met with John L., Steve A., and Joan H. re: comments from Ewell H. of Planning Board re: Site Plan.
- Regarding on-site drainage, add catch basins at angled parking on School St., connect to new drainage structure in lawn. **Done.**
 - Note that permeable pavement freezes in winter and require too much maintenance to be practical for this site.
 - New parking to pitch to curbing. **Done.**
 - Provide berm in paving at street to new parking. **Done.**
- Regarding the Landscape Plan, the planting areas are alright, plantings may change. K+K will receive revised plantings from Committee on Wednesday, 9/20/17. Locate shed on existing conditions site plan. Plantings were revised, K+K to revise Landscape Plan. **Done.**

NEW BUSINESS

- 16.01 Bill McGrath noted the MVC closed the meeting, the next meeting is with the LUPC on Oct. 10 at 5:30 pm, the written record and public comments are open until the 10th.
- 16.02 Extending the sidewalk on School St. will be by the Roads and Byways Comm., not part of this project.
- 16.03 Committee agreed to show a 4' walk adjacent to curb in parking lot for pedestrians walking to Library. DPW will do parking lot markings on this side and in Library parking.
- 16.04 MVC requested:
- Energy model for efficiency
 - Finishes review – Ben Robinson to contact K+K
 - Drainage calcs – revised by J. Lolley
 - Review of stair access between Town Hall and Library – on Landscape Plan. Bill McGrath will get numbers on cost delays.
- 16.05 ZBA for Temp. Facilities is Oct. 19. R-1- show setbacks on Site Plan. Bill McGrath and John Lolley should attend.
- 16.06 Next meeting will be on Wednesday, October 11, 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 September 18, 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:	August 28, 2017, Completed
DD Cost Estimate/Peer Review:	September 5 – 25, 2017
C. Construction Documents Phase:	August 28 – November 22, 2017
CD Cost Estimate/Peer Review:	November 22 – December 11, 2017
D. Bidding Phase:	December 12, 2017
E. Receipt of Bids, contract award:	January 22, 2018
F. Start of Construction:	February 19, 2018
Demolition and Site prep first by Demo Contract.	
G. Project Completion, 14 months:	June 1, 2019

<u>TEMPORARY FACILITIES</u>	
A. Bid Trailers:	September 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:	November 30, 2017