



KEENAN + KENNY ARCHITECTS, LTD.

**MEMO OF BUILDING COMMITTEE MEETING NO. 23**

FINAL DESIGN, BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall  
DATE: Wednesday, December 13, 2017  
LOCATION: Oak Bluffs Town Hall  
56 School St.  
Oak Bluffs, MA 02557

ATTENDING:

Bill McGrath, Chair, THBC  
Walter Vail, THBC  
Alice Butler, THBC  
Marilyn Miller, THBC  
Steve Auerbach, THBC  
Karen Finley, THBC

Bob Whritenour, Town Admin.  
Richard Toole, THBC  
Joe Sullivan, DPI  
Antonia Kenny, K+K Architects  
John Keenan, K+K Architects

The following is a record of the above reference meeting:

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**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. 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.
- 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.
- 21.05 Both new proposals for additional Geotech Engineering services and AV design to be reviewed for approval as soon as possible. **No additional Geotech Services. Audiovisual design not to exceed \$10,000 was approved.**

- 21.06 Town Offices materials to be eliminated. Shredding Date: December 6, 2017, 9:30 AM. Need new dates in January.
- 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. **K+K to review the samples with Finishes Subcommittee at MV Tile today 12/13/17.**
- 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. **See New Business.**
- 22.03 Bob W. noted Town could designate ten parking spaces at Town parking behind Church for G.C. use. **Bob W. to review w/Richie Combra to designate, put in Construction Documents.**  
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. 20 at 2:00 pm at Bob Writenour's office. Committee to open Non-Price Proposals only and rank. Bob W. to review on Dec. 28 and Comm. will open Price Proposals at 10:00 am and award contract.
- 22.06 J. Lolley to provide cut and fill calcs. Where will G.C. store excavated material - ask Richie Combra.

### **NEW BUSINESS**

- 23.01 Bill McGrath to contact Jessie for Town Easement for Eversource.
- 23.02 Bill McGrath reviewed Planning Board meeting Wednesday, Dec. 6 night. Noted final revisions were accepted by all parties. P.B. to meet Thursday Dec. 14 for final review and decision.
- 23.03 Temporary Facilities bids to be received Dec. 20. Questions asked, pumping of trailers will be done locally. C. Tavares needs Work Order for trailer (est. 200 amp service per trailer.) Need invoice from Eversource to send check.
- 23.04 Front end documents given to Bob W., K+K to email.
- 23.05 J. Keenan reviewed acoustic consultant's recommendations, including acoustic panels in the Meeting Room. Committee wanted to add wiring as necessary for hearing aid users. Asked if there was a similar completed facility Committee could review.
- 23.06 Invoices:
  - Garcia Galuska DeSousa (ask consultant how much for IT vs. Security): approved for \$4,556.00.
  - Daedalus: approved for \$5,000.00.
- 23.07 Finishes Committee - decided no natural stone will be used at Lobby due to required maintenance. Committee selected some Porcelain Tiles for review.
- 23.08 J. Lebica noted to K+K that Chief Rose heard from the State Fire Marshall that he does not consider the building non-combustible (with the sprinkler system) so the vault will need to have a higher designated roof load. The vault mfr. also requested direction on types (if any) of fire suppression to be used in the vault area. J. Rose and the Town (Bob W. and Bill M.) to designate.
- 23.09 Next meeting will be on Wednesday, January 3, 2017 at 9:30 a.m. with consultants at Keenan + Kenny's office in Falmouth.

Submitted by:

Antonia A. Kenny, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

cc: Bob Writenour  
Bill McGrath (for distribution)

Wayne Mattson  
Tom Lee

Joe Sullivan  
John Lebica

John Lolley



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

TEMPORARY FACILITIES

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.