

Fire Station Building Committee
FBREUARY 27, 2012
APPPROVED

Present: Jack Petropoulos, Jeremy Januskiewicz, Mike Bouchard, Chief Joe Bosselait, Lieutenant Susan Daly, Halsey Platt, Val Prest, Mark Haddad, Town Manager, Dawn Dunbar, Land Use Assistant

Chairman Petropoulos called the meeting to order at 12:00pm.

Chairman Petropoulos said that there were meeting minutes that needed to be reviewed and approved but because of presentations could be done later on in the meeting.

Kaestle Boos Associates

Present: Michael McKeon, David McKinley, Todd Costa

The committee introduced themselves.

Mr. McKeon explained that Kaestle Boos had been designing and building facilities for a long time. He said that their team had recently been augmented with the addition of Bob Mitchell who had designed over 100 stations.

Mr. Bouchard asked if Mr. Mitchell was a subcontractor. Mr. McKeon said that Mr. Mitchell is a consultant. Mr. McKeon expressed some concern with scheduling and getting the survey done in such a short amount of time. Town Manager Haddad asked if they saw the short timeframe as a problem. Mr. McKeon said that it was not a problem and added that it would take them a couple of weeks to get it done.

Chairman Petropoulos asked if costs would be discussed. Mr. McKeon said that their cost models make sure everything is taken into consideration and that their numbers would be solid enough to take to town meeting. Mr. McKeon also added that the cost models would include FF&E (Furniture, Furnishing and Equipment). Mr. McKinley added that they had an interior designer on staff.

Town Manager Haddad said that response times were important to the Board of Selectmen and asked if Kaestle Boos had looked into this before. Mr. McKeon said that they had experience with response times and just completed one for Sandwich, MA. Town Manager Haddad explained that Groton was primarily a call department and asked if they had had experience with that before. Mr. McKeon said "yes." Town Manager Haddad asked if the response times could be looked into within the month timeframe. Mr. McKeon said that they would need to talk to Dr. Charles Jennings who does all their response time measuring. Mr. Costa said that Dr. Jennings would drive around town with the Chief one day getting a feel for the town and go back and look at the numbers. Mr. Januskiewicz stated that they would rely heavily on the numbers being accurate. Mr. McKeon said that Dr. Jennings would look at the traffic on Main Street, information from other sources, peak traffic hours, etc.

Mr. McKeon explained how they would send a questionnaire to the department to get a feel for the quantity of apparatus, shifts, etc. to name a few. He said that Mr. Mitchell would sit down with the Fire Chief and staff afterward to discuss precisely what every room needed. Mr. Costa said that Mr. Mitchell was very good with details.

Chairman Petropoulos said that one thing they wanted was to make sure that they were specking the right size needs and space for the town for today's capacity as well as the future needs. Mr. McKeon said that Mr. Mitchell will be looking to the Chief and the department for a lot of this information as well as comparing it to other communities with the same size and needs.

Mr. Prest asked how much attention would be given to future needs to increase the size. Mr. McKeon said that they would design the building to allow for expansion.

Chief Bosselait said that the Town needed to be looked at geographically when calculating response times. He said that the Town is 35 square miles and thus it's just not population but size that needs to be looked at. Mr. McKeon said that Sandwich is a similar example of just that. He said that they would be looking to design a center station that services the densest population of the town.

Mr. Platt said that he was concerned with how heavily they were relying on Bob Mitchell and that some other firms had that expertise in house. He asked how long they had been working with Mr. Mitchell and what type of relationship they had. Mr. Costa said that he was currently working with Mr. Mitchell on 3 or 4 stations. He said that Kaestle Boos had the knowledge but that Mr. Mitchell brings that extra level of expertise to the company. He added that Mr. Mitchell was known nationally. He said that Mr. Mitchell was like an extension of his right hand. He said that they were always on the phone together and that the communication between Kaestle Boos and Mr. Mitchell was very open. Mr. McKeon said that they have the expertise and that Mr. Mitchell gives them a level that no one can touch.

Mr. Platt asked how they could be assured that Mr. Mitchell was going to provide the town with what it needs. Mr. McKinley said that Mr. Mitchell was their quality control specialist. He said that that it was like having two (2) companies in one. Chairman Petropoulos asked how many hours Mr. Mitchell would work on this project. Mr. Costa said as many hours as he needed. Mr. McKeon said that he would estimate approximately 30 hours, about 4 or 5 days which would include his visit to Groton and his presentation to the community. Chairman Petropoulos asked if they could be guaranteed that Mr. Mitchell would give the town 5 days (20%) of his time on this project. Mr. McKeon said that they would give the town all the access they needed.

Mr. Prest asked if they could discuss the multidisciplinary design process. Mr. McKeon said that they all sit around a table and work together on the plan. Mr. Prest asked if all co-consultants not in house were as accessible as Mr. Mitchell. Mr. McKeon said that only civil engineers and NEP were external and were easily accessible.

Chief Bosselait asked if code reviews were done in house or sent out. Mr. McKeon said that every architect at Kaestle Boos was knowledgeable in code. He said that they have code experts within the firm.

Mr. McKeon said that that Kaestle Boos was trying to bring their clients the best possible product and hoped that their references would show the quality of their work.

Mr. Prest asked if they would plan to interface with the town through a project manager and whether they would work with the entire committee or a designated person. Mr. McKeon said that due to the short time frame that would be up to the committee. Town Manager Haddad said that due to the time crunch they would be dealing with himself and the Fire Chief. Mr. McKeon said that Mr. Costa would be

the town's primary contact and that he (Mr. McKeon) would be copied on all the emails and interject when needed.

Mr. Bouchard asked how good their track record was with cost estimation. Mr. McKeon said that they have never been over their projected numbers.

Mr. McKeon explained that all their work is public municipal work and that they have experience with town meetings. He said that they have had 93% of projects pass at town meetings. He said that they have a great combination of being creative but practical and build to the character of the town. He said that they listen and communicate and that Mr. Mitchell has accumulated so much knowledge that he will have done it already.

Chairman Petropoulos asked if Mr. Costa would be the primary architect assigned to the project and also asked how many projects in the last five (5) years he had been involved with through the construction phase. Mr. Costa said that he had just recently been licensed but as second in command he has completed three (3) or four (4) projects.

Selectman Peter Cunningham asked how the architect would work with contractors to see that there is no gap/oversight in the construction of the station. Mr. Costa said that contractors can vary but they because he would see the project right through to the ribbon cutting he would ensure that there is no gap in the construction process.

Mr. McKeon asked if the town was planning on using the DBB process. Town Manager Haddad said that yes the town was planning using the Design Bid Build process. He added that the town would hire a construction supervisor to oversee the project once the funds are approved.

Town Manager Haddad thanked Kaestle Boos for meeting and presenting to the committee.

Fire Station Building Committee Discussion of Kaestle Boos

Town Manager Haddad said that he had contacted 2 references and both had nothing but good things to say about Kaestle Boos. The Town of Foxboro has completed two (2) projects using Kaestle Boos. Foxboro said that the communication was open and that the documents were excellent.

Town Manager Haddad said that he had concerns with Mr. Costa just receiving his license. Mr. Prest said told Town Manager Haddad not to be concerned because in order to obtain your license an individual would have to have at least 10 years of experience before he can take the test to be licensed. Chairman Petropoulos said that maybe they could ask for a more experienced architect to be assigned to the project. Chief Bosselait said that if Mr. Costa has been on the job sites for at least 10 years his hands on experience would be important.

Chief Bosselait said that he spoke with the Town of Holden and they too had nothing but good things to say and even rated Kaestle Boos a 9 plus on a scale of 1-10.

Donham and Sweeney

Present: Brett Donham, Chris Logan, Jeff Shaw

The committee introduced themselves.

Mr. Donham, principal of Donham and Sweeney thanked the committee for having them in. He said that over the years, Donham and Sweeney had designed over 40 Fire, Fire/EMS/Public Safety buildings. He said that he had been driving through Groton for over 40 years and was familiar with the area. He said that it would be his job to assist with the program and serve as quality control. Mr. Shaw would be in charge of programming, design, meetings and LEED review. Mr. Logan would be in charge of design and meetings.

Mr. Shaw said that Donham and Sweeney was a tight net group, that their roles in a project are defined but that they work closely with one another throughout the process. He said that they had experience working with historic districts guidelines. He said that in general they would start with the program and a space needs analysis followed by a look into the existing station and what the needs of the department are. They would next look at staffing, future staffing and any town build out projections that may have been done. They would also look at NFPA standards and create a room by room space needs document including furniture layouts, room layouts, doors, etc. with a picture at the end of the process for those who need a visual feel of the layout.

Town Manager Haddad asked if they were given a particular site would they be able to tell the committee how the site rates. Mr. Shaw said that they could and also could tell the committee what the advantages and disadvantages were.

Town Manager Haddad pointed out that Groton was primarily a call department. Mr. Donham said that they would also take that into consideration. Chief Bosselait asked if they would take into account road, speeds, traffic, time of day and the fact that the town covered 35 square miles. Mr. Donham said that they would take a trip with the Chief to get a feel for the town and would take all that the Chief mentioned into consideration.

Mr. Januskiewicz asked how room spaces would be taken into consideration. Mr. Shaw said that they would need to speak with the department to find out exactly what is needed and look at what the department currently uses. He said that because of their past experiences they could also suggest things that may not have been thought of. Mr. Donham added that they would look at where the town plans to be in 20 years and take that and put it into the plan. Chairman Petropoulos asked if it was on the town to provide predictions. Mr. Donham said that it was and that they would help work that out.

Mr. Platt asked how the private schools would affect the plan. Mr. Donham said that it was people so he didn't think that it would affect anything. He said the schools were concentrated groups of people and that the institutions tend to have safer buildings.

Mr. Platt asked what type of software they were planning on using to present to the public. Mr. Shaw said they could use 2D and 3D drawings as well as a slideshow with renderings along with brochures to hand out at town meeting. Mr. Logan said that they like to use preliminary renderings because they were artistically appealing and it's not so hard-lined looking allowing for a little more flexibility.

Mr. Bouchard asked how close the estimated costs were to actual costs. Mr. Donham showed a slide that illustrated their record of cost estimated. All but one project was under the cost estimated. Mr. Prest asked about change orders and their impact on the project. Mr. Shaw recommended that a contingency for change orders be set up. He suggested carrying a certain amount for change orders for

the unknowns and added that with every project, their goal was to make change orders less than three (3) percent.

Chief Bosselait said that errors and omissions depend on the contractors. He asked how they stood up against that. Mr. Shaw said that they are critical to what they do. He said that at the beginning of a project they ask a contractor for every material they need on a site, track the contractor on a weekly basis and make sure he's using exactly what he billed for. Mr. Donham said they treat the town's money like it was their own. Chief Bosselait asked if they had a problem pushing back on a contractor for materials and/or submissions. All replied no, no problem. Chief Bosselait asked if they had ever been brought to court for contractors. Mr. Donham said that towns have been brought to court and they have been called in for their expertise.

Mr. Platt stated that there had been code changes in the last year and asked how that affected the design. Mr. Donham said that this past weekend they had been quoted in the Boston Globe. He said that the new code is PIA and does not affect new construction but more so remodels.

Mr. Donham asked Town Manager Haddad what his plans were for informing the public. Town Manager Haddad said that they planned to spend the month of April informing the public of the plans by giving them as much information as possible. Mr. Logan also said they would like to meet with the town departments ahead of time to get their feedback.

Chairman Petropoulos asked for their feeling on in house experience versus subcontracting work out. Mr. Shaw said that outside consultants do more work than they do in a calendar year so they look at the increased exposure is an added value.

Chairman Petropoulos asked about Donham and Sweeney's relationship with their subcontractors and how they interact with them. Mr. Shaw said that they use the same consultants on each of their jobs and have a good working relationship with them. He said that they communicate with their subs using all forms of communication. Chairman Petropoulos asked how they could be ensured that the subcontractors are available due to the time constraint they are facing. Mr. Logan said that the subcontractors know what is expected of them and they have already been given advance notice of this project should it be awarded to Donham and Sweeney.

Town Manager Haddad thanked Donham and Sweeney for meeting and presenting to the committee.

Fire Station Building Committee Discussion of Donham and Sweeney

Town Manager Haddad said that he spoke with the Town of Andover who said that the contractor was awful but that the drawings were right on and they were overall very impressed with the firm.

Chief Bosselait said that he got a great recommendation from Arlington. They said Mr. Shaw stayed right on top of things. They gave the firm a nine plus overall rating.

Winter Street

Present: Paul Durand

The committee introduced themselves.

Mr. Durand explained that his firm worked on the Lost Lake Fire Station and have worked on over 25 stations over the years with the most recent being one in Portsmouth as well as the Ayer Fire Station. He said that Groton's project has a tight schedule but can be done. He said that his staff was available to start on the response times should they be awarded the project and it could be done quickly. He said that they look for a 4 minute travel time when calculating response times. Mr. Durand showed Sacred Heart site as the site location but was told that this was not the correct site. Mr. Platt asked Mr. Durand how he was able to do an initial assessment from the Sacred Heart site so quickly. Mr. Durand said that he completed the response times that morning using Google Maps. He said the travel time feature shows you how far you can go using major thoroughfares. Chief Bosselait asked how it would take time of day and traffic into consideration. Mr. Durand said that you would have to put those parameters into the query. He said that he had used other software in the future that was expensive. Google was simple, quick and free and gives you the same results. Chairman Petropoulos asked if when they look at the costs whether it reflect the fact that a free application would be used. Mr. Durand said that he could use either.

Mr. Durand said that when doing the space needs analysis they would look at the size needed for the Town of Groton. He said that a checklist and questionnaire would be done to get feedback from the department to assess the current and future needs. He said that apparatus and space needs would come from the town. He said that future growth is most often in the form of a substation. Mr. Durand explained that there has been a big increase on training space and that the traditional bunk rooms have been trending towards suites that include a bunkroom/bath/closet (all in ones). He said they were more cost effective. Mr. Durand said that they use 3D Revit software which allows them to better communicate visually with the consultants. It also allows for a more precise, clear drawing. Mr. Platt asked if there was an additional upfront cost to use this software. Mr. Durand said that there was not.

Mr. Prest asked about change orders and their experience with them. Mr. Durand said that change orders have been few and that their contractor's numbers have been very close to actual costs. Chief Bosselait asked about their comments on errors and omissions. Mr. Durand said that there are very few errors and omissions. Town Manager Haddad asked how their relationship was with their subcontractors. Mr. Durand said that it was good. The subcontractors know how they work and they Winter Street demands the subcontractors know how they want it done. Town Manager Haddad asked if the same subcontractors were used on each project. Mr. Durand said that they have a pool they pull from and it would depend on each project.

Mr. Prest asked what the process was Winter Street would expect to use to assess the sites. Mr. Durand said that it would all depend on the site. He said they would have to look at each site and take all of it into consideration.

Mr. Durand when asked why the committee should pick Winter Street said that they are passionate about their work, they stay with the project through the end, that they want happy clients and that they have the tools necessary.

Chairman Petropoulos asked who would be the primary architect. Mr. Durand said that it would be him. Chairman Petropoulos said that in Winter Street's report it said that Mike was only going to be accessible 15% of the time. He asked if that would hinder progress within the timeframe given. Mr. Durand said that he and Meeka would be spending most of the time on this project. He said that Mike would be available for additional expertise and could allot more time if necessary.

Town Manager Haddad thanked them for meeting and presenting to the committee.

Fire Station Building Committee Discussion of Winter Street

Town Manager Haddad said that he checked two references. Devens comments gave him pause. He was told by another that the subcontractors were not managed properly. Mr. Januskiewicz said that he didn't remember Ayer having any issues with the subcontractors. Theirs were more issues with the site. Town Manager Haddad said that Needham expressed concern with seismic issues and the staff not being able to handle that. Chief Bosselait said that Dracut just finalized an eight plus year lawsuit with them for code issues.

Patrice Garvin resumed the minutes for the meeting

Dore & Whittier

Don Walter, D&W

John Perry, Gale Associates

Mr. Walter presented that Dore & Whittier would bring Commitment, Experience and a Good Approach to analysis of the Fire Station site. Dore & Whittier would bring public sector knowledge and will be partnering with CR Design group. Mr. Petropoulos asked out of 100 designs the number that Dore and Whittier had done themselves without the help of CR. Mr. Walter replied that 15 designs were Dore and Whittier and that their relationship with CR has been since 2005. Chief Joe asked if Dore and Whittier had gone from design to build on any projects. Mr. Walter stated that two have gone from design to build. Mr. Platt asked if CR, being an out of state company, had knowledge of MA code. Mr. Bouchard was concerned with adding to a neighborhood and how Dore and Whittier saw that process. Mr. Walter explained the process of how they built their Springfield Fire Station in the center of a neighborhood.

Mr. Haddad asked what the availability of CR was and if they were committed to the project. Mr. Walter stated that CR was committed and it has never been an issue in the past. Dore and Whittier discussed their process and how a questionnaire would be distributed to get an accurate need analysis. Mr. Petropoulos asked how Dore and Whittier would figure out the right station for Groton. Mr. Walter stated that trends would be looked at. Mr. Platt asked about the substations in town and if those would be looked at when thinking about future needs. Mr. Walter stated that this was done in past projects. The final report would be presented on April 20th. A concept plan was shown to see how a possible station might work on the site. Mr. Januskiewicz was concerned with the fire station being designed for a call fire department and how in the near future that could change to a full time department. Dore and Whittier stated that the process to design the station would be the same.

Once selected the entire site work would be done to determine environmental restraints, zoning, historical considerations, soil test, to name a few. Mr. Perry reviewed how the site would be reviewed and that a 5 acre parcel, two being wetlands would be what was needed, but that this is based only on a quick review. The concept planned generated a lot of discussion of what was possible on the site. Dore and Whittier concluded their presentation at 3:55pm.

Fire Station Building Committee Discussion of Dore & Whittier

Mr. Haddad stated that he was waiting for a few more calls on references for Dore and Whittier but that the one reference that he had received was glowing and that CR was named as being of great value.

Chief Joe also was awaiting calls. Chief Joe did say he spoke to the Deputy Chief in Springfield and that it was a positive reference for Dore and Whittier and for CR's role.

Final Selection Process

Mr. Haddad asked the committee how it would like to proceed. Mr. Petropoulos stated that after the interviews three of the four were good and that no bad decision could be made. Mr. Petropoulos added that his concerns with CR was put to rest after hearing the positive reference from Chief Joe. Mr. Prest was very impressed with the effort in a short period of time. Mr. Platt was concerned Donham & Sweeney did not use the 3D program RIVIT and that was why they were his second choice. Mr. Bouchard was comfortable moving forward with Dore & Whittier. Mr. Prest stated that Gale Associates knew their stuff and knew what needed to be done. The group agreed that the three firms should be ranked in order. MS. Daley agreed Dore and Whittier was number one on her list. Mr. Haddad stated that he has worked with Dore & Whittier in the past and would recommend this firm. A formal vote was taken with each member ranking the 4 firms in order of their preference.

The Committee came to unanimous consensus with a single round of voting, with the following ranking:

1. Dore and Whittier
2. Donham & Sweeney
3. Kaestle Boos
4. Winter Street

The committee asked Mr. Haddad to begin with the number one choice and negotiate a price. If a price could not be negotiated then Mr. Haddad was asked to go to the second choice. The committee agreed that if Mr. Haddad should stick with the third choice and not go to Winter Street to negotiate.

Mr. Petropoulos suggested that a scope be decided to get the right station. Discussion ensued regarding what the scope could be and how to fit the needs of Groton. Chief Joe asked what he should do if he gets a negative review from Dore and Whittier, since he is still awaiting a reference. The committee agreed to wait until noon of the next day for the references to come back. Given no issues Mr. Haddad can contact Dore and Whittier and negotiate a price.

MINUTES

Mr. Platt moved to approve the February 16, 2012 minutes. Mr. Bouchard seconded the motion. Motion carried, Mr. Prest abstaining.

Mr. Platt moved to approve the February 22, 2012 minutes, as amended. Mr. Bouchard seconded the motion. Motion carried Chief Joe abstaining.

ADJOURNMENT

Mr. Platt moved to adjourn the meeting at 4:50pm. Mr. Bouchard seconded the motion. Meeting adjourned.

Approved 3-9-12