



DORE & WHITTIER
ARCHITECTS, INC.

MEETING MINUTES

DATE OF MEETING: October 12, 2012

PROJECT: Groton Center Fire Station

PROJECT NO.: 12-635

SUBJECT: Meeting with Town of Groton Building Committee

ATTENDING:

Mark Haddad (MH)	Groton Town Manager
Jeremy Janskiewicz (JJ)	Building Committee - Chair
Susan Daly (SD)	Building Committee – Vice Chair
Joseph Boselait (JB)	Fire Chief- Town of Groton
Mike Bouchard (MB)	Building Committee Member and Clerk
Halsey Platt (HP)	Building Committee Member
Val Prest (VP)	Building Committee Member
Steve Webber (SW)	Building Committee Member
Don Black (DB)	Building Committee Member
Patrice Garvin (PG)	Exe. Assistant to Town Manager
Michael Josefek (MJ)	Architectural Consulting Group (ACG)
Jerry Whritenour	Architectural Consulting Group (ACG)
Donald Walter (DW)	Dore & Whittier Architects, Inc. (DWA)
Alan Brown (AB)	Dore & Whittier Architects, Inc. (DWA)

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50% CD Estimate and Project Budget

1. DW reviewed the latest 50% Construction Documents estimate and Budget summary. The overall estimated Project Budget is now at \$7,695,447. This is with the Clerk of the works CA phase taken out of this budget. The total escalated Construction Cost is now at \$6,074,702. A copy is attached.
2. The FF&E budget is for \$200,000. MJ mentioned that the Town could get in touch with the State of MA correctional to get a quote for desks and chairs and other furnishing.
3. Design Team to verify the cost of the CO and CO2 system. What is included in the \$12,000 cost?
4. Estimate had Master Box and Knox Box. These will not be needed on this Project.
5. Water and sewer fees will not be waived and should be included in the estimate.

Site Review

6. John Perry joined the meeting via telephone and gave the status of the following site issues and permits:
 - a. The Groton Sewer commission would like to change the type of sanitary sewer system to a low pressure force main instead of gravity feed.
 - i. Low pressure line gets smaller (1 ½" in diameter)
 - ii. Previous gravity line is 6" in diameter
 - iii. Reduces number of manholes
 - iv. The grinder pump at the Public Safety Building could remain as is
 - v. A new pump will be required at the Fire Station (cost around \$8,700 not including hookup)
 - vi. The height of the new line can be varied in height.
 - vii. Possible less cost than the gravity line system
 - viii. Con Com liked the idea of using a low pressure force main
 - ix. The Design Team will have to prepare a new design. There may be some additional fees for a couple of days to redesign. Gale and D&W will review.
 - x. The BC endorsed the idea to change to the low pressure force main
 - b. The Design Team met with Con Com last Tuesday. Drilling under the wetlands for the Fire Station project was approved. They also accepted the mitigation plan for the driveway for the Lawrence Homestead Property residential property near the Fire Station. Cost for the mitigation will be paid by LHT.
 - i. Con Com will issue an order of conditions outlining the mitigation requirements.
 - ii. They will approve the gravity sewer system, but Gale will send new plans for the low pressure force main when completed.
 - c. Stormwater
 - i. JP talked with CEI and Tom Delaney. All of the issues have been resolved. Should get sign off this coming Tuesday night.
 - d. Truck Washing outside the Apparatus Bays
 - i. Truck washing is allowed as long as there is no power washing nor powerful detergents are used.
 - e. Gale will submit a stormwater Operations and Maintenance Manual as part of the stormwater permit.
 - f. The Design Team will address the following before the next Planning Board Meeting on October 25:
 - i. The radius of the entry drive will be increased on either side
 - ii. Traffic signage will be added
 - iii. The utility pole does not block the exit view and will not need to move. The Fire Department to verify.
 - iv. A speed study will not be needed.

7. GGD needs to verify the Town's requirements of the water mains coming from Farmer's Row. They need to contact Tom Wolcott. The town will want a separate domestic water line and fire protection line. Look at using a 2" line for the domestic and 4" for fire protection instead of one 6" or 8" line.
8. The Fire Department would like to move the fire hydrant to the back of the station. This will allow for training. Make sure a Storz Connection is used.
9. Post Meeting: The Fire Department would like to change the material at the memorial from brick pavers to stamped colored concrete to reduce the cost. Gale to investigate further.

Floor Plan Changes

10. D&W reviewed the latest floor plan changes. They included removing the door and making it a cased opening from the Training Corridor to the Kitchen. A door was added in the Training Corridor. These changes were approved by the BC.
11. The BC agreed that the Breakroom should be more "L" shaped instead of "U" shaped to allow a large group of people to access it.
12. AB reviewed the finish hardware at the first floor at the Administration Corridor and Training Corridor. The doors will have alarmed panic devices which can be turned off with a key and can be left open during the day. The BC decided to keep this hardware.

List of Owner's Purchased Equipment and FF&E

13. AB reviewed the list of with the BC. The total known cost is approximately \$88,280, which leaves over \$100,000 left for other Owner's costs. A copy of the list is attached.

Review Training Options

14. Mark Shoemaker was included in the discussion with the FD to look at training options. The following items were discussed:
 - a. The FD would like to have repelling at the middle of the Training Stair. Design Team to look at reducing the width of stairs to create a space. A steel tube beam will be installed at the top of the stair.
 - b. Place double wide training windows at the lower stair landing at the Training Stair. These windows may have to swing out or swing completely open.
 - c. A single swinging training window will be placed at the upper Training Stair landing.
 - d. The Training Stair will have a standpipe located at the north east corner of the stair. Connection to be below the stair and at the intermediate landing.
 - e. Two to three training anchors will be placed along the back CMU wall of the Training Mezzanine for repelling.
 - f. The FD would like to stay with the 4' by 4' confined space opening in the floor. This will allow for different templates to be used for confined space training. CRA will send a typical detail.

List of Questions for the Fire Department

15. Attached is a list of Questions that was discussed with the Fire Department after the regular Building Committee.

Miscellaneous

16. Look at how plymovent is installed. If it goes thru the roof, the vents must go thru the back roof so that the vents are not visible from Farmers row.
17. EMS Storage should have keypads and card reader.
18. FD to look at not putting in athletic flooring in the Fitness Room. They may have just concrete with work-out rugs at each fitness apparatus.
19. Design Team to look t not having doors from the TOG to Apparatus Bays. FD asked to look at using "Rub-Air Door" which is lightweight plastic/rubber doors.

Meetings

20. Town Meeting will be held October 15, 2012.
21. Stormwater and HDC Meetings will be October 16, 2012
22. Planning Board Meeting to be held October 25, 2012
23. Next Building Committee meeting will be at the Groton Town Hall, Friday November 2, 2012 at 9:00am.

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes. After 10 days, we will accept these minutes as an accurate summary of our discussion and enter them into the permanent record of the project.

Sincerely,

DORE & WHITTIER ARCHITECTS, INC.
Architects ■ Project Managers



Alan Brown, AIA, NCARB, MCPPO
Project Manager

Encl: Agenda dated October 12, 2012
Groton Fire Station list of Equipment dated 10/12/12
Cost Estimate Summary dated 10-12-12

c:	Mark Haddad - for Dist	Town of Groton
	Michael Josefek	Architectural Consulting Group
	Mark Shoemaker	CR Architecture + Design
	John Perry	Gale Associates
	Elizabeth Lewis	Gale Associates
	Dominick Puinello	GGD
	Peter Bradley	PM&C
	Donald Walter	Dore & Whittier Architects, Inc.
	Sarah Shepard	Dore & Whittier Architects, Inc.
	Chris Sullivan	Dore & Whittier Architects, Inc.
	Bruce Dillon	Dore & Whittier Architects, Inc.
	File	



Fire Station Building Committee

Meeting Agenda

October 12, 2012
9:00am
New Center Fire Station Study
Groton, Massachusetts

Meeting Goals:

- Review Floor plan Changes
 - Review revised Rendering and Elevations
 - Review Status of Permits and Town Board/Com. Meetings
 - Review 50% CD Estimate and Project Budget
 - Equipment and FF&E lists
 - OPM report
 - List of questions for Owner
 - Review Training Options
1. **Review Floor Plan Changes**
 - Refinements at Kitchen and Second Floor Corridor
 2. **Review Building Elevations and Rendering**
 - Reflects latest changes for Training
 - Revisions to be submitted to HDC for Cert of Appropriateness
 3. **Status of Permits and Town Board Meetings**
 - Sewer Commission
 - Con Com Meeting held 10/9
 - Next Steps
 4. **Review 50% CD Estimate and Project Budget**
 5. **List of Owner purchased Equipment and FF&E**
 6. **OPM Report**
 7. **List of questions for Owner**
 8. **Review Training Options**
 9. **Review updated Project Schedule**
 - Construction Documents 8/27 – 11/9/12
 - Owner Review and

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Groton Fire Station
Building Committee Agenda
Meeting to be Held 10-12-12

- | | |
|---------------------------------------------------|-----------------|
| Final Cost Estimate | 10/26 – 11/9/12 |
| • Central Register Notice and Local Advertisement | 10/30 & 11/6 |
| • Bid Documents available | 11/14/12 |
| • Pre-Bid Conference | 11/28 |
| • Filed Sub-Bids | 12/12 |
| • General Bids | 12/21 |
| • Town Vote and Award | 12/24 - 2/15/13 |
| • Construction | 3/1/13 – 4/1/14 |

10. Plan for upcoming Board Meetings

- | | |
|----------------|----------|
| • Town Meeting | 10/15/12 |
| • HDC Meeting | 10/16/12 |

11. Upcoming Building Committee Meetings

- Projected 10/26, 11/2, 11/16, 11/30

Estimated Schematic Design Project Budget										10/12/2012
New Central Fire Station - Lawrence Homestead Trust Site										
Groton, MA	18500 sf station	20939 sf station	19390 sf station	18780 sf station	18785 sf station	18785 sf station	18785 sf station	18785 sf station	18785 sf station	18785 sf station
	Project Cost	SD Estimate	SD Estimate	SD Estimate	DD Estimate	DD Estimate	DD Estimate	DD Estimate	DD Estimate	50% CD Estim.
	5/11/2012	6/29/2012	7/9/2012	7/20/2012	9/7/2012	9/7/2012	9/7/2012	9/7/2012	9/7/2012	10/12/2012
Estimated Site and Building Construction Costs:										
4 Bay Station	\$ 5,642,500	\$ 305/sf	\$ 6,297,652	\$ 301/sf	\$ 5,522,743	\$ 294/sf	\$ 5,761,220	\$ 307/sf	\$ 5,762,126	\$ 310/sf
Estimated Design Contingency/Escalation Costs:										
Design Contingency	\$ 141,063	2.5%	\$ 629,765	10%	\$ 441,819	8%	\$ 288,061	5%	\$ 173,464	3%
Escalation to Feb 2013 (start)	\$ 84,638	1.5%	\$ 138,948	2%	\$ 119,291	2%	\$ 120,986	2%	\$ 119,112	2%
Total Escalated Construction Cost:	\$ 5,868,200		\$ 7,065,966		\$ 6,083,853		\$ 6,170,267		\$ 6,074,702	
Construction Contingency (5% construct cost)	\$ 282,125		\$ 314,883		\$ 276,137		\$ 288,061		\$ 289,106	
Estimated Soft Costs: (Est. construction cost x 0.25)										
Basic Services	\$ 720,000		\$ 690,343		\$ 690,343		\$ 690,343		\$ 690,343	
Arch										
Struct										
MEP/FP										
Add Services	\$ 115,000		\$ 118,796		\$ 118,796		\$ 118,796		\$ 118,796	
Technology										
Communications										
Civil										
Landscape										
Cost Estimating										
LEED (including energy model)										
Other Professional Services Costs	\$ 100,000		\$ 47,500		\$ 47,500		\$ 47,500		\$ 47,500	
Permitting										
Site Survey										
Geotechnical										
Reimbursable Expenses:	\$ 25,000		\$ 25,000		\$ 25,000		\$ 25,000		\$ 25,000	
Travel, print, etc.										
Owner's Direct Costs	\$ 450,000		\$ 450,000		\$ 450,000		\$ 450,000		\$ 450,000	
Owner's Project Manager	\$ 150,000						\$ 150,000		\$ 150,000	
Clerk of the Works										
Bid Document Printing	\$ 30,000									
Commissioning	\$ 20,000									
Construction Testing	\$ 20,000									
FF&E	\$ 200,000									
Misc Expenses	\$ 30,000									
Subtotal Soft and Owner's Direct Costs:	\$ 1,410,000		\$ 1,331,639		\$ 1,306,639		\$ 1,481,639		\$ 1,331,639	
Project Costs Summary:										
Estimated Site and Building Costs	\$ 5,642,500		\$ 6,297,652		\$ 5,522,743		\$ 5,761,220		\$ 5,762,126	
Estimated Design Contingency/Escalation Costs:	\$ 225,700		\$ 768,314		\$ 561,110		\$ 409,047		\$ 292,576	
Construction Contingency (5% construct cost)	\$ 282,125		\$ 314,883		\$ 276,137		\$ 288,061		\$ 289,106	
Estimated Soft Costs	\$ 1,410,000		\$ 1,331,639		\$ 1,306,639		\$ 1,481,639		\$ 1,331,639	
Total Estimated Project Costs:	\$ 7,560,325		\$ 8,712,487		\$ 7,810,871		\$ 7,939,967		\$ 7,695,447	
Pro) Cost/SF	\$ 409		\$ 471		\$ 414		\$ 429		\$ 416	

Question's for the Groton Building Committee			
Item #	Item	Answer	Date Answered
1	Fiber Optic cable run between Fire Station & Police Station. Is this necessary. If so Gale to carry as add alternate.	The Owner does want. It is being shown on Civil Drawings	8/20/12
2	Gale needs plans from the town showing locations of utilities at Farmer's Row. Have contacted Tom Delaney and are waiting.		Completed
3	Memorial Garden: Does this want a flag pole? Will the flag be left up overnight? If the flag is left up lighting is an issue. The suggestion of a Maltese Cross has been made, what is the committee envisioning?	Flag is not to be lit. Look at changing to stamped colored concrete pavers. Verify enough space for a WTC memorial	10/12/12
4	What training activities will be occurring & where? In the Apparatus Bay, and on the training roof.	Yes. Need separate meeting with Fire Department	Look at subsequent Owners questions
5	Should the design include an add alternate for continuing the radiant in a concrete apron outside Apparatus Bay	No.	Completed
6	Number of truck fills required at Apparatus Bay	Change the truck fill to one in the front and one in the back at the middle bays. The FD does not want to have high truck fills. The fills should allow for 2" diameter truck fill hose. The truck fill should also be on a separate meter. The domestic water will be on another separate meter.	9/26/12

Question's for the Groton Building Committee			
Item #	Item	Answer	Date Answered
15	Provide two stage water meters with individual meters, one for the Apparatus bays and the other for domestic water	Yes	8/20/12
16	Does the FD want to have the red globe light at the front of the Building , near the main entrance	Yes	Completed
17	Stainless Steel Corner Guards	Yes	10/12/12
18	Electric Hand Dryers in Public Toilet rooms	No	10/12/12
19	Toilet Room Accessories - by GC or by Town	To be purchased by GC. Look at using SS waste receptacle with paper towels combo.	10/12/12
20	Waste Receptacles by GC?	see item 19 above	10/12/12
21	Sanitary Napkin vending or disposal?	Sanitary disposal is required. No vending	10/12/12
22	Motorized Projection Screen in Training Room	No. Taken out at VE	9/28/12
23	Horizontal Blinds or roll down shades	Shades on second floor and Training Room. Blinds at Administartion	10/12/12
24	Verify size of Lockers - 18" x 18" by half height in Locker Room, 24" x 24" by full height in Dorm Rooms or Owner supplied wardrobes?	To be purchased by FD. Verify rooms have been designed for these size lockers	10/12/12
25	Plastic laminate countertops with enamel sink or one piece corian sink at Shower rooms and Public Toilets?		
26	Walk-off mat or recessed grid Mat	Non-recessed grid/mat	

Question's for the Groton Building Committee			
Item #	Item	Answer	Date Answered
38	Electric lock at front door. Is this controlled by Fire Alarm/Report & Admin	Yes, both locations	10/12/12
39	Are hose reels required for washing trucks	Reels will be provided by FF&E. They will be wall mounted.	10/12/12
40	Lights for App. Bay are being shown at 15'. The lights do fall between trucks, however would having them at a higher height help a person maneuvering on top of trucks, or ladders, or other things in bays.	Keep at 15' high	10/12/12
41	Are data hookups required for Day Room. Will wireless internet be available.	Wireless internet will be available	10/12/12
42	Will both ceiling mount projectors (conference & training room) be manually plugged in or hard wired?	None required in Conference Room. Provide a rough-in box in the Training Room	10/12/12
43	Emergency Gas shut off. Located in both kitchen and fire alarm / report. Should the switch also turn off the electric in the kitchen. Certain outlets? Ei. Microwave, coffee maker	Locate the second EPO at hallway going out to the Apparatus bays (near Fire Pole). No electrical needs to be tied into except the under the range hood.	10/12/12
44	Should plumbing account for a bottle fill in the fitness room	Yes. Provide for rough-in only. Bottle filler with chiller to be added to the FF&E list.	10/12/12
45	Will repelling in the center portion of the training stair happen? If so this impacts the space between stairs & adding a beam for support of repelling. Both can work with current plan	FD would like if stairway is wide enough. A beam should also be added at the top of the stairway (steel tube)	10/12/12

