

DORE & WHITTIER  
ARCHITECTS, INC.

## MEETING MINUTES

**DATE OF MEETING:** November 2, 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
Joseph Boselait (JB)	Fire Chief- Town of Groton
Mike Bouchard (MB)	Building Committee Member and Clerk
Halsey Platt (HP)	Building Committee Member
Don Black (DB)	Building Committee Member
Patrice Garvin (PG)	Exe. Assistant to Town Manager
Michael Josefek (MJ)	Architectural Consulting Group (ACG)
Peter Koczera (PK)	Architectural Consulting Group (ACG)
Jerry Whritenour (JW)	Architectural Consulting Group (ACG)
Donald Walter (DW)	Dore & Whittier Architects, Inc. (DWA)
Alan Brown (AB)	Dore & Whittier Architects, Inc. (DWA)

ARCHITECTS  
PROJECT MANAGERS

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(F) 802.863.6955

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260 Merrimac St. Bldg. 7  
Newburyport, MA 01950  
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### Revised Renderings and Exterior Lights

1. The Design Team reviewed the latest renderings. The Building Committee (BC) approves the concrete pavers at the driveway entrance. They would rather not put in the oil and peastone but understand it is an attempt to meet HDC's requests.
2. The compromise for exterior lighting and pole lights that was reached between HDC and the Planning Board was discussed. The BC agreed to leave the back two pole lights and would like to install the remainder of the exterior pole lights with their concrete bases, conduits, bolts and pull string.

### Site Review and Retaining Wall Options

3. The Design Team reviewed several options for the retaining wall along the south property line. They included:
  - a. Option One – Current Design,
  - b. Option Two- the retaining wall would be stepped with two shorter walls located near the southeast corner
  - c. Option Three – there would be no retaining wall

4. Options two and three will be contingent on information gathered this coming Tuesday when Gale will survey locations of existing trees along the south property line.
5. The BC would like to see if Options two and three could be combined and if not option two would be preferred.

#### **Reviewed 90% Construction Drawings Project Budget**

6. D&W presented an updated Project Budget based on an estimate of 90% Construction Drawings and Specifications. This Project budget is at \$7,746,255 which still includes a 2% escalation cost but has eliminated the design contingency. D&W found some items that will reduce the Project cost down to \$7,682,055.
7. The BC felt that this was a good conservative estimate and feel comfortable going out to bid.
8. The Project Budget does not include the clerk of the works, the revised sanitary sewer system, nor the purchase of the Farmers Row property.

#### **Interior Finishes**

9. D&W presented sample boards of interior finishes and floor finish plans.
10. The BC approved the finishes presented and felt that none of the materials presented seemed extravagant but seemed appropriate for a fire station.

#### **Miscellaneous**

11. The Design Team will include information on Commissioning, but the Town may decide to not have Commissioning. D&W will get proposals from three commissioning agents and submit to the Town.
12. ACG will work on finding a testing company for on-site construction testing.
13. D&W will submit exterior building details requested by Dan Barton of the HDC prior to the HDC meeting.
14. The Building Committee approved the 90% Construction Documents and authorized the Design Team to proceed to public bid.
15. Bid Documents will be printed Nashoba Blue and Bid Dos online. They will be in charge of distribution and document deposits.

#### **Meetings and Bidding**

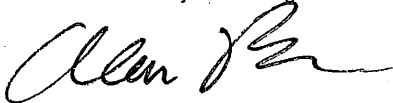
16. Town Meeting will be held November 3, 2012.
17. The Selectmen's meeting will be held November 5, 2012
18. The HDC Meeting will be held November 20, 2012

19. No scheduled meeting of the Building Committee has been scheduled.
20. Bid Documents will be available November 14, 2012
21. Filed Sub-Bids will be due December 12, 2012
22. General Bids will be due December 21, 2012

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 November 2, 2012  
Retaining Wall Options 10-31-12  
Cost Estimate Summary dated November 2, 2012

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

November 2, 2012

9:00am

**New Center Fire Station Study**

**Groton, Massachusetts**

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### Meeting Goals:

- Review revised Rendering
  - Review of Planning Board and HDC Meeting
  - Review latest Site Plan and Landscaping
  - Review 90% CD Estimate and Project Budget
  - Review Interior Finishes
  - OPM report
1. **Review Revised Building Rendering**
    - Revisions to be submitted for upcoming Town Meeting
  2. **Review of Planning Board and HDC Meeting**
    - Compromise on Exterior Lighting
  3. **Review Site Plan and Landscaping**
    - Revisions per HDC
    - Driveway surfaces
    - Retaining Wall options
  4. **Review 90% CD Estimate and Project Budget**
  5. **Review Interior Finishes**
    - Finishes floor plans
    - Finishes sample Board
  6. **OPM Report**
  7. **Review updated Project Schedule**

• Construction Documents	8/27 – 11/9/12
• Owner Review and 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

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PROJECT MANAGERS

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Groton Fire Station  
Building Committee Agenda  
Meeting to be Held 11-2-12

- 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

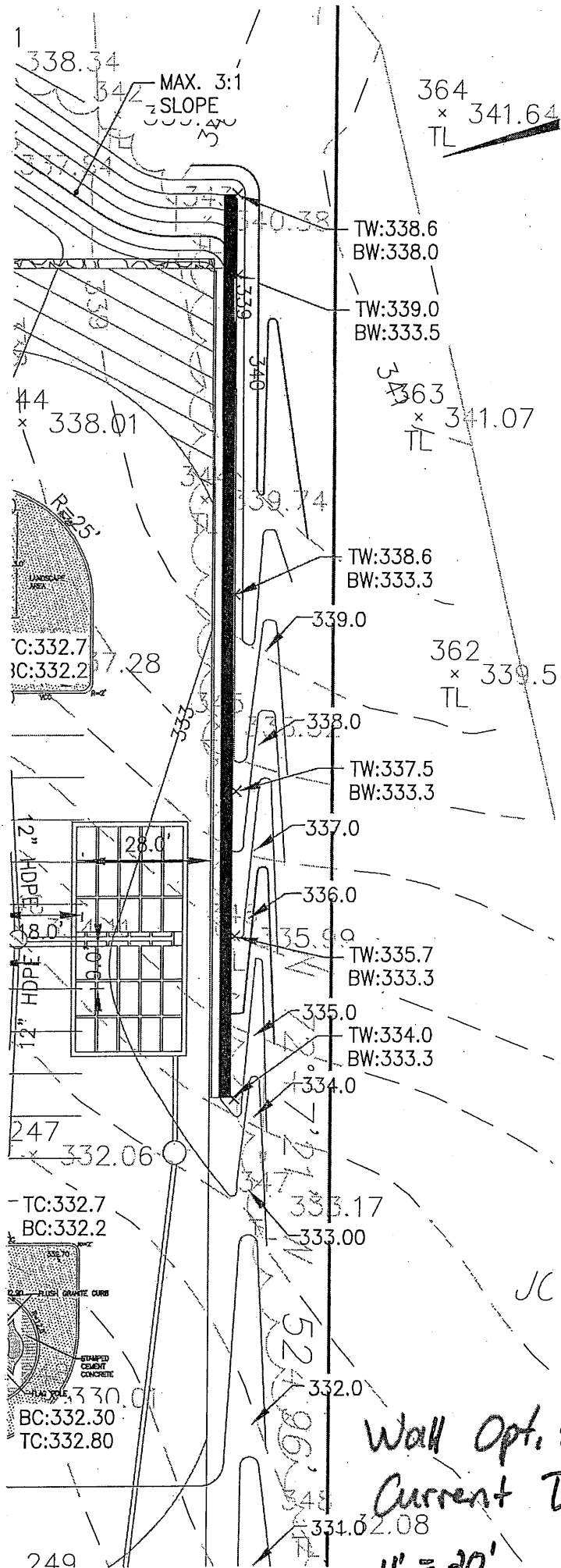
**8. Plan for upcoming Board Meetings**

- Town Meeting 11/3/12
- HDC Meeting 11/20/12

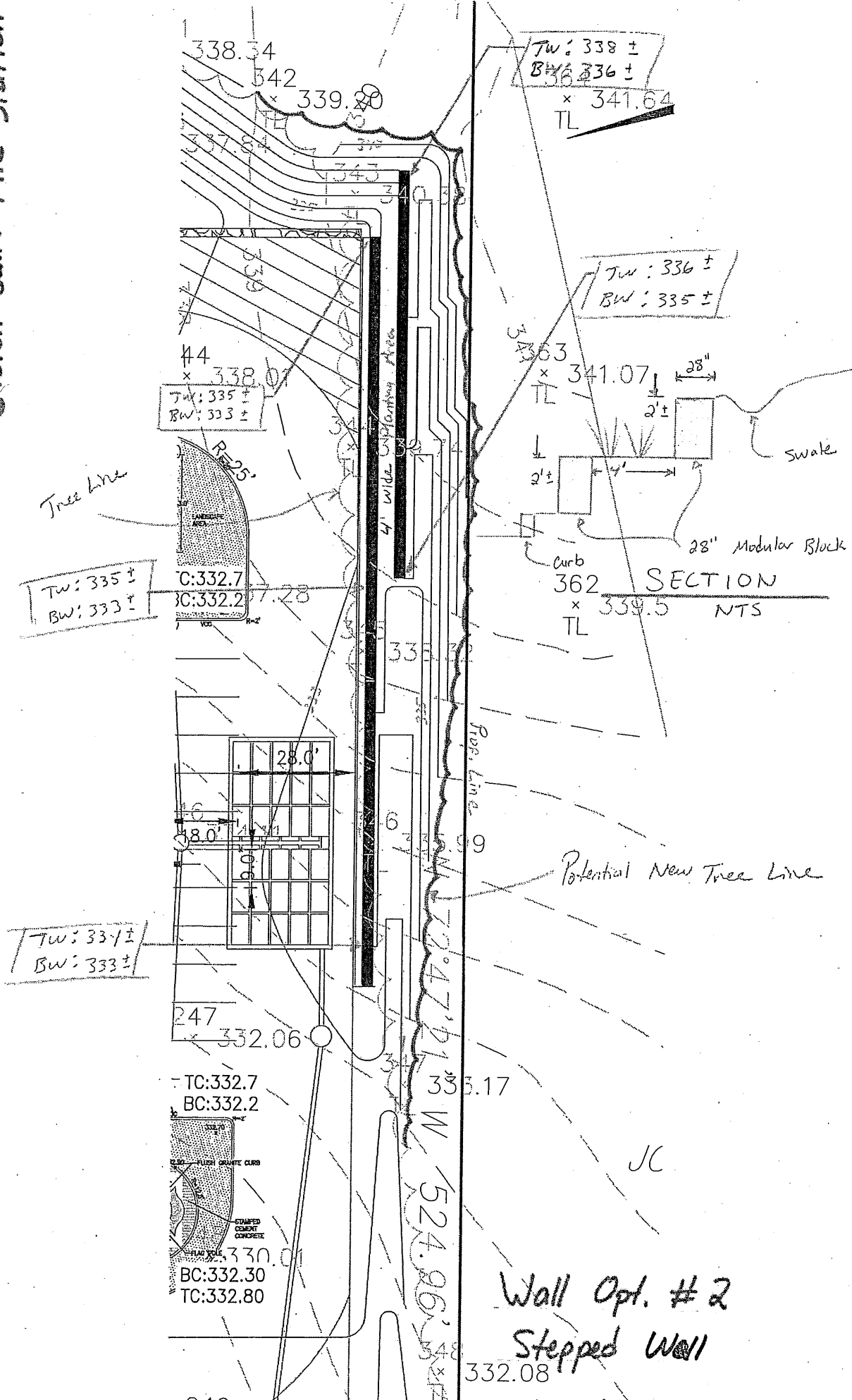
**9. Upcoming Building Committee Meetings**

- Projected 11/16, 11/30

Groton Center Fire Station



Groton Center Fire Station



Tw: 338 ±  
Bw: 336 ±  
x 341.64  
TL

Tw: 336 ±  
Bw: 335 ±

Tw: 335 ±  
Bw: 333 ±

Tw: 335 ±  
Bw: 333 ±

Tw: 337 ±  
Bw: 333 ±

338.34  
342  
339.20

44  
x 338.07  
C: 332.7  
BC: 332.2

28.0'  
8.0'

247  
x 332.06  
TC: 332.7  
BC: 332.2

249  
332.08  
524.96  
W  
332.08

Tw: 338 ±  
Bw: 336 ±  
x 341.64  
TL

Tw: 336 ±  
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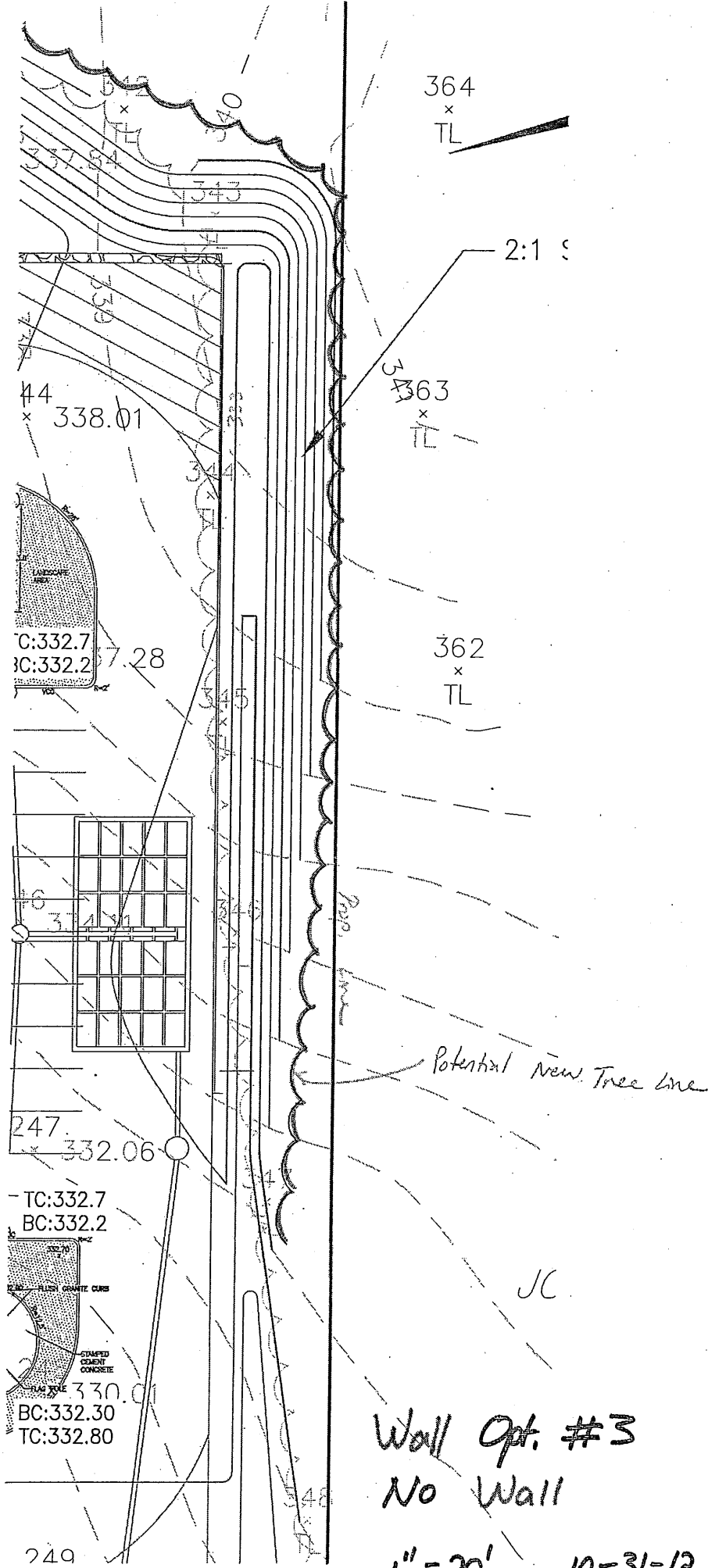
247  
x 332.06  
TC: 332.7  
BC: 332.2

249  
332.08  
524.96  
W  
332.08

Wall Opt. #2  
Stepped Wall

1" = 20' 10-31-12

Groton Center Fire Station





Estimated Schematic Design Project Budget														11/2/2012	Potential Savings not in estimate:		
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			
		Project Cost		SD Estimate		SD Estimate		SD Estimate		DD Estimate		50% CD Estim.		90% CD Estim.			
		5/11/2012		6/29/2012		7/9/2012		7/20/2012		9/7/2012		10/12/2012		11/2/2012			
<b>Estimated Site and Building Construction Cost:</b>																	
	4 Bay Station	\$ 5,642,500	\$305/sf	\$ 6,297,652	\$301/sf	\$ 5,626,287	\$290/sf	\$ 5,522,743	\$294/sf	\$ 5,761,220	\$307/sf	\$ 5,782,126	\$310/sf	\$ 5,994,969	\$319/sf	\$ 5,934,969	
<b>Estimated Design Contingency/Escalation Costs:</b>																	
	Design Contingency	\$ 141,063	2.5%	\$ 629,765	10%	\$ 450,103	8%	\$ 441,819	8%	\$ 288,061	5%	\$ 173,464	3%	\$ -		\$ -	
	Escalation to Feb 2013 (start)	\$ 84,638	1.5%	\$ 138,548	2%	\$ 121,528	2%	\$ 119,291	2%	\$ 120,986	2%	\$ 119,112	2%	\$ 119,899	2%	\$ 118,699	
<b>Total Escalated Construction Cost:</b>		<b>\$ 5,868,200</b>		<b>\$ 7,065,966</b>		<b>\$ 6,197,918</b>		<b>\$ 6,083,853</b>		<b>\$ 6,170,267</b>		<b>\$ 6,074,702</b>		<b>\$ 6,114,868</b>		<b>\$ 6,053,668</b>	
<b>Construction Contingency (5% construct cost)</b>		<b>\$ 282,125</b>		<b>\$ 314,883</b>		<b>\$ 281,314</b>		<b>\$ 276,137</b>		<b>\$ 288,061</b>		<b>\$ 289,106</b>		<b>\$ 299,748</b>		<b>\$ 296,748</b>	
<b>Estimated Soft Costs: (Est. construction cost x 0.25)</b>																	
	Basic Services	\$ 720,000		\$ 690,343		\$ 690,343		\$ 690,343		\$ 690,343		\$ 690,343		\$ 690,343		\$ 690,343	
	Arch																
	Struct																
	MEP/FP																
	Add Services	\$ 115,000		\$ 118,796		\$ 118,796		\$ 118,796		\$ 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		\$ 47,500		\$ 47,500		\$ 47,500	
	Permitting																
	Site Survey																
	Geotechnical																
	Reimbursable Expenses:	\$ 25,000		\$ 25,000		\$ 25,000		\$ 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		\$ 450,000		\$ 450,000		\$ 450,000	
	Owner's Project Manager	\$ 150,000															
	Clerk of the Works									\$ 150,000				\$ -		\$ -	
	Bid Document Printing	\$ 30,000															
	Commissioning	\$ 20,000															
	Construction Testing	\$ 20,000															
	FF&E	\$ 200,000															
	Misc Expenses	\$ 30,000															
<b>Subtotal Soft and Owner's Direct Costs:</b>		<b>\$ 1,410,000</b>		<b>\$ 1,331,639</b>		<b>\$ 1,331,639</b>		<b>\$ 1,306,639</b>		<b>\$ 1,481,639</b>		<b>\$ 1,331,639</b>		<b>\$ 1,331,639</b>		<b>\$ 1,331,639</b>	
<b>Project Costs Summary:</b>																	
<b>Estimated Site and Building Costs</b>		<b>\$ 5,642,500</b>		<b>\$ 6,297,652</b>		<b>\$ 5,626,287</b>		<b>\$ 5,522,743</b>		<b>\$ 5,761,220</b>		<b>\$ 5,782,126</b>		<b>\$ 5,994,969</b>		<b>\$ 5,934,969</b>	
<b>Estimated Design Contingency/Escalation Costs:</b>		<b>\$ 225,700</b>		<b>\$ 768,314</b>		<b>\$ 571,631</b>		<b>\$ 561,110</b>		<b>\$ 409,047</b>		<b>\$ 292,576</b>		<b>\$ 119,899</b>		<b>\$ 118,699</b>	
<b>Construction Contingency (5% construct cost)</b>		<b>\$ 282,125</b>		<b>\$ 314,883</b>		<b>\$ 281,314</b>		<b>\$ 276,137</b>		<b>\$ 288,061</b>		<b>\$ 289,106</b>		<b>\$ 299,748</b>		<b>\$ 296,748</b>	
<b>Estimated Soft Costs</b>		<b>\$ 1,410,000</b>		<b>\$ 1,331,639</b>		<b>\$ 1,331,639</b>		<b>\$ 1,306,639</b>		<b>\$ 1,481,639</b>		<b>\$ 1,331,639</b>		<b>\$ 1,331,639</b>		<b>\$ 1,331,639</b>	
<b>Total Estimated Project Costs:</b>		<b>\$ 7,560,325</b>		<b>\$ 8,712,487</b>		<b>\$ 7,810,871</b>		<b>\$ 7,666,629</b>		<b>\$ 7,939,967</b>		<b>\$ 7,695,447</b>		<b>\$ 7,746,255</b>		<b>\$ 7,682,055</b>	
	Proj Cost/SF	\$ 409		\$ 471		\$ 422		\$ 414		\$ 429		\$ 416		\$ 419		\$ 415	

**BUILDING COMMITTEE  
MINUTES NOVEMBER 2, 2012  
APPROVED**

**Present:** Jeremy Januskiewicz, Chairman; Susan Daly; Mike Bouchard, Clerk; Halsey Platt; Don Black

**Absent:** Steve Webber; Val Prest

**Also Present:** Mark W. Haddad, Town Manager; Chief Joseph Bosselait; Patrice Garvin, Executive Assistant; Don Walter and Allan Brown Dore and Whittier; Mike Josefek and Peter Kozcera, Architectural Consulting Group

*Mr. Januskiewicz called the meeting to order at 9:00am.*

**Lighting**

Mr. Haddad noted that he worked during Hurricane Sandy and entering the Public Safety Building he noticed there were no entrance lights. Mr. Haddad stated that he couldn't see and it was impossible to get out of the lot. Cars in and out need more light for the fire station. Mr. Josefek explained that the base of the lights could be installed and lighting could be added later.

**Gale Assoc. Wall**

Mr. Brown reviewed the height and grading of the retaining wall. Mr. Brown stated that he was trying to get the wall lower. Mr. Walter noted that Gale Associates was on site Monday and is awaiting more information. Mr. Haddad stated that the wall had an increased cost. Mr. Haddad stated that the wall still could be seen. Mr. Platt suggested plantings to cover the two foot wall. Mr. Haddad added that the town cannot kill trees on O'Connor's property and Gale Associates will be determining who's trees are who's. Mr. Haddad reiterated that the O'Connor's made point that they don't want to lose trees. Don Black-suggested that if the O'Connor's could be assured of solid screening they may accept the wall and the HDC should be asked to consider wall options.

**Bid**

Mr. Haddad updated the committee on bid specs and that it will be advertised in the Central Register on November 14<sup>th</sup>. To get a copy of the plans and bid specs bidders will need to contact Nashoba Blue of Hudson, MA. Mr. brown stated that who pulls bids can be tracked online. The sub bids are due 12/12 at 10am and the General Bids are due 12/21 at 10am.

**Budget 7.6million**

The committee reviewed numbers and the savings were identified. Mr. Walter stated there could be some saving from reimbursement expenses. Mr. Januskiewicz asked if the FFE list was completed by Ms. Conley. Chief Joe stated that he would check and see if the FFE list was completed. Mr. Haddad noted that the team has done a good job managing the budget and he saw good conservative estimates. The committee discussed why a "Butler Building" was not considered. Simply the HDC was a factor as well as that it is a 50 year building.

**Finishing**

Floor plans and finishes were discussed. Mr. Brown suggested that samples of the flooring be brought to Town Meeting so people could see that the material being used is everyday material. Mr. Haddad stated that the committee needed to vote to authorize the project to go out to bid.

*Mr. Bouchard moved to put the Center Fire Station out to bid. Mr. Black seconded the motion. Motion unanimously carried.*

The following are upcoming meeting dates: 11/20 meeting with HDC; 12/12 sub bids; 12/21 General Bids. Mr. Haddad commented on zoning and that if the zoning did not pass then the next step was to go to the ZBA Mr. Haddad stated that the P& S was signed and that a citizen petition cannot break a contract. The land is also in 61A therefore when it sells the Town has the right of first refusal.

The Town meeting 11/3/12.

Adjourned  
11am

Respectfully submitted Patrice Garvin