

Avon Designer Selection Committee  
Tuesday, May 14, 2019  
6:00 p.m.

TOWN OF AVON  
2019 JUN 28 A 10:08  
TOWN CLERK

**In Attendance:**

Tracy Self, Chairman  
Jay Suzor  
Chuck Comeau  
Alex Sinclair  
Elaine Dombrosky

**Guests:**

Michael Josefek, President, ACG  
Don Velozo, Sr. Project Manager  
Bob Spurr, Avon's Fire Chief

The Avon Designer Selection Committee met at Town Hall on Tuesday evening, May 14, 2019, at 6:00 p.m.

Tracy Self began and said the purpose of tonight's meeting was to interview the three Architectural firms who were interested in becoming the Designer for the new Avon Fire Station. The first group to be interviewed was HKT Architects, Inc.

In attendance were:

Janet Monteverde Slemenda, AIA, Principal  
Lindsey Machamer PE, LEED, AP, Project Engineer

Janet Monteverde began their presentation and talked about why the Committee should choose their Design Team for the Avon Fire Station renovation. She said their projects are led from start to finish by the Principal-In-Charge and the Project Manager. Their consultants share their work ethic and are committed to creating well designed and enduring public architecture. Also, their process will lead to the best solution for our design problem. She went on to say that Integrated Design is a process which provides a forum for team members to work together and challenge one another to develop the best solution.

Janet said they have many public safety experiences. She said they like to focus on:

**Cost Control**

- The greatest opportunity for controlling costs is early in the design process
- Involve a professional Cost Estimator early to focus on hard costs of construction and escalation factors based on time-line plus bid climate
- Apply historical cost data:
  - ✓ Focus on right-size programming; prevent scope creep
  - ✓ Planning: Best site for new building, additions
  - ✓ Phasing implications
  - ✓ Detailed estimate following schematic design

Janet now spoke about Constructing the Project - Phasing Issues. She said there are a lot of decisions that need to be made. She brought up the goal, which was maintaining operations on site throughout the construction period. They will work with the OPM/End Users, the Cost Estimator and the Design Team to determine the best course of action. Janet mentioned the demolition of the building wings and the time-line and costs for a pre-engineered garage. She spoke about the intended use of the garage, the best location for future operations and building location site. At this time Janet brought up the additions and renovations they've done and showed the Committee some pictures. Once again, she mentioned they have a broad range of experience.

The conversation now turned to Due Diligence. She said they will get an assessment of the existing building; it's repair history; visual deficiencies; and the envelope components (the walls, roof, openings). She mentioned MEP/FP building systems - it's current location, age, and structure. Janet now turned it over to Lindsey Machamer, who said they will be doing their due diligence on the site mentioning:

- Soils
- Geotech
- Ground Water
- Utility Investigation

Lindsey also brought up the site challenges:

- Operations Phasing
- Grading/Topography
- State Highway Access & Sight Distance
- Building Setbacks
- Existing Septic System
- Interaction with Town Park
- Water Supply Protection District
- Soils - Ledge, Boulders, Bedrock

Continuing, Lindsey mentioned Phasing. She said they need to determine the most feasible phasing scheme for the site as the enabling work would occur prior to demolition to facilitate continuous use of the site. Lindsey continued with site analysis mentioning:

#### Operations - Site Layout

- Use of Topography
- Storm Water Management
- Accessibility
- Snow Storage
- Ease of Maintenance

Janet took over now and spoke about their experiences with designing pre-engineered buildings and temporary structures. She said they've connected buildings and then showed pictures of them to the Committee and ACG. She went on to talk about Schematic Design. They will focus

on resolving critical issues and developing the right solution. They will develop planning alternatives using historic cost data and will present options to the Committee.

Janet now brought up proposed additions. She said they would maintain the apron at the front of the building with all additions to be at the rear of the building. The driveway off of East High Street will narrow - public entry with associated parking should be off of East High Street. She brought diagrams of four different options.

#### Option 1

- Locate pre-engineered building at rear/south side of site
- Location provides easy access off site and during construction
- Visual of "front" of building appears to be the same
- Visitors enter side or rear of building near East High Street
- Parking concentrated off of East High
- Staff enter from rear parking areas
- Pre-engineered building becomes "screen" to neighborhood

#### Option 2

- Locate pre-engineered building near East High Street
- Location provides easy access off site and during construction
- Visual of "front" of building appears to be the same
- Site avoids lowest topography and leaching field
- Flip building plan to locate administration near parking adjacent to park
- Staff enter from rear parking area

#### Option 3

- Smaller additions with existing renovated
- Locate pre-engineered building at rear south side of site
- Location provides easy access off site and during construction
- Visual of "front" of building appears to be the same
- Visitors enter side or rear of building near East High Street
- Parking concentrated off of East High Street
- Staff enter from rear parking areas
- Pre-engineered building becomes "screen" to neighborhood

#### Option 4

- One larger addition on south side of existing apparatus bay
- Locate pre-engineered building near East High Street
- Location provides easy access off site and during construction; exit directly to East High
- Visual of "front" of building is significantly changed
- Parking concentrated off of East High Street
- Visitors enter rear of addition
- Staff enter from rear parking areas



After going through the 4 different options, Janet said there are a lot of things for them to consider. What if they do not tear down the wings and renovate - it will get you the biggest bang for your money. It is another option to think about due to the budget.

The next subject brought up was Design Development through Close-Out. Janet spoke briefly about:

Final Design Process:

- Development of specific details
- Development of all systems
- Update of estimate
- Completion of construction documents

Bidding:

- Recommend lowest qualified bidder

Construction Administration through Closeout:

- Closely monitor GC & Subs for compliance and quality of work
- Work with OPM to resolve issues and oversee schedule
- Complete punch list through warranty review

Moving right along, Janet now showed pictures of the following fire stations they have done and briefly made comments on each one.

- Fire Station in Chelmsford, MA - it was an addition to the existing town offices. It required phasing of site related items.
- Tisbury, MA - Emergency Service Facility - shared site with the town leaching field
- Tewksbury, MA Center Fire Headquarters - they are working on it. It is a complicated site with 3 floors.
- Upton, MA Fire Station - Shared site with Police Department. They had to drop the costs but used durable materials on portions of the building.
- Rye, NH Public Safety Building - they had to relocate a house in a residential neighborhood.

Janet brought up Communication with the Community. She said it was important to tell the townspeople what would be happening. They would explain their decisions and answer all questions.

And finally, Janet spoke to the Committee as to why they should choose HKT Architects for their project. She said:

- HKT has been designing municipal projects for more than 44+ years
- HKT meets budgets and time lines
- HKT resolves every planning and construction issue
- HKT produces designs that meet or exceed expectations

When HKT had finished their presentation the Committee had some questions for them. Tracy was the first one to ask, "What is the most crucial part of a renovation?" Janet answered and said understanding the building and what you can do with it - it's so critical as it is an older building. What is between the walls? Structurally, they don't know.

Chuck asked the next question regarding the Upton project. He wanted to know who paid to do it again? Janet said they did. They were responsible for it.

Chief Spurr had some questions, but he said they had already been answered.

Mike Josefek spoke up now. He said the budget is the main concern. Do you feel you can keep to it? Avon only has so much money to spend. He then asked about the problem with Tisbury. It went way over time. Were you party to the problem? Janet spoke about the problems they encountered, but said everything was resolved.

Janet was then asked if they had a Fire Consultant? She said, "No, they don't, but there are people they use from New Hampshire."

Costs were brought up - Janet spoke about them and what it would cost per sq. foot.

Don asked if they will be able to come to all of the meetings? Janet said, "Yes, either she or Amy Dunlap."

When there were no more questions to ask of them, Tracy thanked HKT for their time and they left.

The second group to be interviewed this evening was Saccoccio & Associates.

**In attendance:**

Mark Saccoccio, AIA, Principal in Charge  
Kyle Robinson, AIA, Project Architect  
Tom Imondi, Project Manager  
Mark Plante, PE

Mark Saccoccio began and gave an overview of his company and its history. He said he had taken it over from his father. He then spoke about his team. Mark talked about their fire expertise, his team's experience and past work experience with all consultants. Mark said they stay involved and Tom Imondi and Kyle Robinson will mostly be attending the meetings. Mark

will be there at the beginning though. Tom is their Project Manager. Mark says they have the expertise and knowledge to renovate a fire station. He then showed pictures of relevant similar projects they have done. He showed pictures of the following:

- Substation in Warwick, RI
- Fire Study in Williamstown, MA - 22,000 sq ft
- Fire Station in Plymouth, MA - 14,000 sq. ft. Building
- Fire Station in Brewster, MA - 24,000 sq. ft.

Mark went through the different areas in the Fire Station and explained each of them. He said they can work around the existing space and staff.

Mark then talked about the Millis Police and Fire Station, which was a total renovation. The Smithfield Police Station was renovated, but they kept them in it. He talked about the Dudley Fire Station mentioning it was 80% complete and it, too, is a renovation. The Waltham Fire Station is an historic building (120 years old) and it was a renovation.

Mark went through the Project Process -

Programming Verification	Design Development	Construction Documents
Concept Design & Site Design	Design Options	DD, CD & Bid
Budget Review	Budget Review	Budget Review

Mark was asked if they had a Cost Estimator - he said they will have one as the budget is important. He now showed the Committee a drawing of a "renovated" Avon Fire Station. There would be a new addition on each side of the apparatus bay (3,000 sq. ft each) with the existing apparatus bay to remain at 4,000 sq. ft. = 10,000 sq. ft. He then showed another option. This option would have a new addition of 4,500 sq. ft on the left side of the building with 1,500 sq. ft. on the right side with the apparatus bay of 4,000 sq. ft.

Mark Plante now spoke about Mechanical, Electrical and Plumbing. He said there are 40 people on his staff. He spoke about them and working with Mark's group on quality control and deliverables. He spoke about what they will do:

- Maximize Control
- Minimize Risk
- Simplified Operations
- Energy Efficiency

The schedule was brought up. Mark said they would set realistic dates and monitor them at each meeting. Finally, he spoke about why they should be the ones chosen for this project. He said they have experience in Public Safety Projects; they are reliable; their firm size - they work on selected projects and their size allows them to have personal involvement in all of the projects. Lastly, they take the cost conscious approach.



At this time Mark had completed his presentation and was ready to take questions. The first person to ask one was Mike. He said to Mark, "You know the budget, it's tight, can you keep to it?" Mark said the budget is tight, but they will have discussions regarding it later on.

Mike continued. Do you have a Fire Consultant or do you use an outside firm? Mark said they have a National Consultant, but they usually do it themselves. Mike brought up the fact that they have the original drawings of the building for them to utilize. Don asked a question about the Smithfield project they did and how much did it cost. Mark said \$6 million, but Rhode Island is different than Massachusetts. Mike had one more question and it was regarding submittal exchange. He wanted to know if Mark worked with it. He said, "Yes, they did."

When there were no more questions of them, Mark thanked the Committee and left.

The third and final group was from DiGiorgio Associates, Inc.

**In attendance:**

Thomas Lam, AIA, LEED AP, Vice President  
Christopher Sullivan, Project Manager  
Brian Novelline, PE Senior Vice President  
Edward DiSalvio, PE, Senior Project Manager  
John Ings, PE, Meridian Associates, Vice President

Thomas began his presentation by first introducing the members of his team. He then spoke about their company and who they are. He said they have been in business for over 35 years and they are a one-stop shop with only 2 sub-consultants. He briefly touched upon the following:

- Architecture
- Interior Design
- Mechanical/Electrical/Plumbing/Fire Protection
- Structural
- Quality Assurance/Quality Control
- Construction Management
- 3-D Imaging and Virtual Design

Continuing, Thomas said his Team includes Meridian (Civil) and Dormakaba (Security). They have extensive experience with Fire Station Projects - over 200 of them, as well as over 100 municipal projects in Massachusetts. At this time he mentioned that they have 2 Firefighters on their Team. Lastly, he said they are price competitive.

Moving on, Thomas showed slides of some of the projects they have done. They include:

- Boston Fire Department's Engine Company No. 54
- Boston Fire Museum
- Boston Engine Houses for Public Facilities Department
- Hopkinton Fire Station
- Brewster Fire Station

- Groton Fire Station
- Scituate Public Safety Complex
- Station #2 Minot Beach, Scituate

Thomas now turned it over to Christopher Sullivan, who spoke about Design and Planning. Chris began with response time, which is the most critical determinant in fire station design. He continued with fire station program spaces and building systems. He next talked about the quality of life for firefighters, such as:

- Adequate gear storage
- Spacious day room
- Separate dorms/showers
- Safe and healthy environment

Chris also mentioned protection from contaminants and training facilities. Lastly, he touched upon these four (4) things:

- Structural
- Mechanical
- Plumbing
- Electrical

The meeting was turned back over to Thomas who spoke about Budget Control. He said they align project priorities and goals with their staff through visioning sessions (brainstorming). They all review space needs and perform their due diligence tasks and identify needs for phasing. Thomas said they prepare cost estimates at the end of schematic design, design development and at 75% construction documents. He went on to say they follow through with their own Quality Assurance Protocol. His company tracks design changes through Scope Creep documents and provide design add or deduct alternates.

Now Thomas asked, “Why them?” He said they are a local firm and they work in Stoughton. They know this area. They have done a lot of fire stations with significant experience. They have done over 200 fire stations and over 100 municipal buildings. Their senior staff have between 25-30+ years experience; they are a construction service company; they are competitive; they have available resources and they are focused on Avon. Lastly, Thomas showed a 2 minute, 3-D video, which is a tool they have to “walk you through” the building. He said they use drones to do this.

When his presentation was completed, Thomas asked if anyone had any questions. Mike was the first to ask one and it was regarding the budget. He said they have seen the budget, it’s very low, how comfortable are you with it and the schedule? Mike said they are not going back to the town for more money. Chris answered and said they have small projects ongoing now. Their budget for these designs are \$35-50,000. Thomas said they know the budget and they can actually hit that number. They have a sister company who can do this work for them - it’s all interactive. They are very aware of this and they have their own cost estimator to help.



Mike now asked how many Massachusetts fire stations have they done. Thomas said they're now working on projects in Boston; also 5 fire stations in Boston and a Public Safety Building in Scituate.

When there were no more questions to ask of them, they thanked the Committee for this opportunity and left.

To keep going with the Fire Project, the Committee decided to stay and discuss the three firms. They said there were pros and cons for each one. It was noted that HKT was very concerned about the budget and they were very knowledgeable. They mentioned tariffs and had an eye on the budget. Saccoccio was knowledgeable too, as well as having done many fire stations. They asked about a contingency. They have done a station where people were in the building. Either one would be acceptable. It seemed that all three had a problem with the schedule, stating it was too aggressive. The discussion continued with which company could stand up more if there was a confrontation with the contractor.

Once the Committee had discussed the three firms in detail, they chose to go with Saccoccio and Associates. Tracy now entertained a motion to start negotiations with Saccoccio and Associates. Jay Suzor made the motion to start negotiations with Saccoccio and Associates as the first ranked. Alex Sinclair seconded the motion. There was no discussion. The vote was 4 "Yeas" and 1 "Nay". The motion carried.

Jay Suzor made the motion to have HKT as the second ranked if negotiations failed with Saccoccio. Alex Sinclair seconded the motion. There was no discussion. The vote was 4 "Yeas" and 1 "Nay". The motion carried.

Jay Suzor made the motion to start negotiations at \$350,000 with a "not to exceed" of \$380,000 for the Designer's Fee. Alex Sinclair seconded the motion. There was no discussion. It was unanimous and the motion carried.

Chuck Comeau suggested ACG take the budget format that they used for the Police and tweak it for the Fire project.

With nothing else to discuss, Tracy entertained a motion to adjourn. Jay make the motion to adjourn with Alex seconding the motion. The meeting adjourned at 9:30 p.m.