

Designer Selection Committee
Monday, April 27, 2020
4:33 p.m.

In Attendance:

Tracy Self
Elaine Dombrosky
Jay Suzor
Alex Sinclair

Absent:

Chuck Comeau

Guests:

Mike Josefek, ACG
Don Velozo, ACG
Greg Devlin, ACG
Mark Saccoccio, Saccoccio & Associates
Kyle Robinson, Saccoccio & Associates
Robert Spurr, Avon's Fire Chief
Robert Ogilvie - Fire Station Abutter

The Avon Designer Selection Committee had a video conference call on Monday evening, April 27, 2020, at 4:33 p.m.

Tracy Self called the meeting to order and then turned it over to Don Velozo to go through the Previous Meeting Minutes. He began with:

- Item #4.1 - Budget. The revised estimate is \$3,592,525. There was no change to the estimated construction cost.
- Item #10.0 - Payment. The Committee approved invoices for ACG and Saccoccio & Associates.
- Item #7.7 - Scope. The General Contractor will be required to provide utilities during construction. This item was closed.
- Item #8.0 - Scope. The back building was discussed. This item was closed.
- Item #9.1 - Scope. Insulation of 3 walls in the existing administration building. This item was closed.
- Item #9.2 - Scope. Existing SCBA was discussed. This item was closed.
- Item #9.3 - Scope. Relocation of the existing IT rack. This item was closed.
- Item #10.1 - Scope. The apparatus building will be part of Phase I. This item was closed.
- Item #10.2 - Scope. The General Contractor will install monitor brackets. The monitors will be purchased by Chief Spurr and installed by the General Contractor. Mark Saccoccio to add scope to the bid documents. This item was closed.
- Item #10.3 - Miscellaneous. The existing Conex will be disposed by Chief Spurr and Greg Enos. The new rental Conex will be procured by ACG. Greg had done this before; he has the contacts. They will have him do it again.

- Item #10.4 - Miscellaneous. The usage of 120 North Main Street property was discussed. The Town's insurer approved the Indemnification Agreement. Town Counsel reviewed and approved the addendum language. Chief Spurr was going to reach out to the property owner to see if the property can be used as a construction laydown area and for fire fighters parking.
- Item #7.10 - Schedule. The hydrant flow test. This item was closed.
- Item #9.4 - Schedule. Saccoccio & Associates were not ready on March 9th, but they are nearly complete now. On March 15th, 2020, the Bid Docs were published on BidDocs online.
- Item #7.11 - Environmental. A study was provided. It noted flooring mastic, window caulking and popcorn ceiling tested positive for asbestos. Saccoccio and Associates will provide an abatement design plan. This item was closed.

The Designer's Progress Update was next. The following were now discussed:

- Addendum #1 was issued. Mark said Kyle Robinson is the keeper of the language. He said they have added a number of substitution requests and noted there is a format they need to follow. It is 95% done now.
- Kyle gave an update on Permitting and 4 Leaf Review. He said they have not had any comments back yet. Chief Spurr spoke a bit on this. Kyle and Mark will reach out to 4 Leaf and follow-up with them.
- Building Department Comments - nothing yet. Mark had a short discussion on the parking spaces and Chief Spurr then spoke about the add-ons. Mark commented they are forging ahead.
- Equipment Procurement. Mark said the contractor owns everything and things will be cleared up in the addendum.
- Communication - Radios, antennas - Mark spoke on these.
- Access Control Security - They are in pretty good shape. Chief Spurr would like to make a change in the Shift Commander's Office. Mark will follow-up. Chief Spurr would also like to know where we stand on the exterior cameras on the building.
- SWPPP - Adding in some language that needs to be followed.

OPM Project Update:

Greg Devlin now talked about Bid Documents and Bidding. The Architect submitted three incomplete sets of plans and specs for review, which did not have revisions pointed out. ACG met with S&A to try and coordinate the plan review and expedite the process. The Bid Documents were sufficiently complete to be published. The remaining issues must be resolved by the designer's via bid addendum.

On April 15th, the bid documents were published on BidDocs Online. As of April 27th, over 60 contractors requested them.

On April 22nd, due to the social distancing guidelines, an optional pre-bid “site only” inspection was held. Eight contractors attended.

The Town’s Insurer approved the Indemnification Agreement, for the privately-owned parcel located on 120 North Main Street to be used during renovation. The Contractor must carry insurance that covers the property. Town Counsel reviewed and approved the addendum language.

Greg continued and talked about the Project Schedule. He said the bid schedule has slipped because the designer did not complete the documents on schedule. The designer explained they were impacted by the Covid-19 emergency. The project will be constructed in two phases. Phase I will include site work, demolition and reconstruction of the former Police Station and construction of a storage building at the rear of the site. Phase II will include abate and renovate the existing portion of the building construction of an addition to the existing apparatus bay, along with landscaping. Construction will commence at the completion of Phase I. This will allow the Fire Department to relocate to the new portion of the station.

Finally, Greg spoke about the Project Budget. He said there has been no updated cost estimate. The Total Project Budget is \$4,673,060. ACG has concerns that items kept getting added, which might result in going over budget.

Greg touched upon:

- ✓ MEP Commissioning
- ✓ Bid Document Hosting, Printing and Online Bidding
- ✓ Hazmat Survey
- ✓ Hazmat Abatement Monitoring
- ✓ Wireless Access Points and Temporary Telephone Relocation

After going through the above mentioned bullet-points, Tracy asked if we were still on budget. “Yes,” he responded.

Don now brought up the Bid Docs. He said if anyone had any questions they should send them to ACG and to S&A.

At this time Tracy introduced Bob Ogilvie, one of the abutters to the Fire Station. Bob said he wanted someone to review the site layout with him, but no one did. Mark said there was a landscaping drawing and he put it on the screen for Bob and everyone to see. He explained the property line and what they were going to do. He went through the outline of the existing building, the new building, the back building, where the evergreen and trees were going to be, etc. Bob wanted to know if his privacy would be gone - that was one of his concerns, as well as drainage. He asked if there was a line item for landscaping. Mark responded, “No.” He asked if there was going to be a staircase from the parking lot to the gazebo area. “No,” there wasn’t. Bob then asked if they were replacing a fence. “No,” was the response. Tracy said she would set something up to meet with Bob on site (not sure yet due to social distancing). Lastly, Bob was told that there will be nothing there during construction.

Next on the agenda was rodent abatement, which Don spoke briefly about.

Don now brought up the IT system. He said he would like the Committee to make a motion to authorize the Town's Procurement Officer to relocate IT equipment and the telephone equipment. Jay made a motion to pay Partners Technology a total of \$3,560.05 to relocate the equipment. Elaine seconded the motion. There was no discussion. Tracy took a roll call vote. It was a unanimous "Aye" from everyone; Elaine, Jay, Alex and Tracy. The motion carried.

Don continued and brought up the subject of the Covid-19 emergency and the impact it would have on construction. He asked Mark if they should share the guidelines with everyone. Mark said he would like to talk about this offline. Mike said they should have to wear masks. Mark said they will need them after enclosing the building. Mike spoke about the Covid-19 requirements and said to tell everyone, "You will be expected to follow the procedures dictated by the State of Massachusetts." Tracy said she would run this by Greg and see what the Selectmen think about it.

The next item on the agenda was Fire Department Coordination. Construction is expected to start in 60 days and coordination is paramount. The Chief and Deputy Chief should be available for weekly meetings. Chief Spurr said he plans on being at every meeting that he's available for.

The next item to be brought up were the Project Invoices. There were two of them. One was for ACG in the amount of \$6,290 and the second one was for Saccoccio and Associates in the amount of \$53,200. Jay Suzor made the motion to approve these invoices for a total of \$59,490. Alex seconded the motion. There was no discussion and a roll call vote was taken. Elaine, Jay, Alex and Tracy all voted "Aye." The motion carried. Tracy said she will get a warrant to the Town Hall and have the Committee members stop in to sign it.

The last piece of business was to approve the Meeting Minutes of February 13, 2020 and March 5, 2020. Jay made a motion to approve the Meeting Minutes of February 13, 2020 with Alex seconding the motion. There was no discussion. Tracy had a roll call vote. Elaine, Jay, Alex and Tracy all voted "Aye." The motion carried.

Jay now made a motion to approve the Meeting Minutes of March 5, 2020 with Alex seconding the motion. There was no discussion. Tracy had a roll call vote. Elaine, Jay, Alex and Tracy all voted "Aye." The motion carried.

With no other items left on the agenda, the next Fire Station meeting was scheduled. It will be held on Wednesday evening, April 6, 2020, at 4:30 p.m. The meeting adjourned at 6:00 p.m.