



Merrimac Police Station Building Project – Merrimac, MA

Date: March 12, 2018 – Public Safety Building Committee (PSBC) Meeting

Location/Time: Merrimac Town Hall @ 9 a.m.

Agenda:

- 1) Review/Approval of 03.05.12 Meeting Minutes
- 2) Contract Update
- 3) Designer RFS Update



NV5

Merrimac Police Station – Merrimac, MA	Meeting Minutes
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<u>Public Safety Building Committee (PSBC)</u>	Date: March 5, 2018
Location:	Merrimac Police Station – 16 East Main Street

Attendees:

Name	Assoc.	Present	Name	Assoc.	Present
<u>PSBC</u>			<u>NV5 (OPM)</u>		
Chief Eric Shears – Merrimac Police	POLICE	Y	Bill Cunniff	NV5	Y
Robert Sinibaldi – DPW Director	DPW	Y			
Carol McLeod – Finance Director	TOWN	Y			
Chris Gaudet - Member	RES	Y	<u>Other/Public:</u>		
Ricky Pinciario - Member	RES	N			
Laura D. Mailman – Senior Center Director	TOWN	N			
Yvonne Bednarz – Member	RES	N			
Mark Tocci - Member	RES	Y			

Call to Order:

Chief Shears called the meeting to order at 9 a.m.

NV5 distributed the meeting agenda and the milestone schedule for Designer Selection

1. NV5 Contract

The Town of Merrimac legal staff have reviewed the draft NV5 contract, and there were several requested language revisions. In addition, spaces for dates of agreement were agreed upon, populated at the meeting; NV5 will forward the Town of Merrimac proposed revisions to NV5 legal folks to finalize. There is a meeting of the Merrimac Board of Selectmen this evening; if possible, it would be good to try to produce the final contract version for potential signature at that time.

One of the revisions was regarding required insurances. Committee member/ Finance Director, Carol McLeod, distributed a copy of an email, noting Town requested coverages.

2. Communication and Document Control Protocols

NV5 will record and distribute meeting minutes.
Town Finance Director will notify Town Clerk to post public meeting notices.
Town Finance Director will post to Town web site.

3. Designer Selection

NV5 will generate the Designer "Request for Proposals" (RFP) for review by the PSBC. The draft will be completed this week for review prior/at next weeks' meeting.

The project will be advertised as a new, approximately 7,000sf police station, to be constructed on a previously unbuilt town-owned parcel
The estimated construction cost that will be published as \$ 3,900,000.

Other Designer qualifications to stipulate:

- Massachusetts Police Station experience
- Massachusetts Small town/public sector experience

The PSBC asked NV5 to consider using "Project Dog", a company that electronically hosts project procurement for Designer, bidding, etc.

The project will be advertised in both the Central Register and a local newspaper of general circulation.

The town will also publish the RFP on the Town web site.

4. Budget Development

In conjunction with the PSBC, NV5 will continue to update the Total Project Budget, recording commitments, spending, hard costs (construction) and soft costs (Designer/OPM, Independent testing agencies, moving and FFE).

5. Project Approvals – Presentations

NV5 noted that it will assist the PSBC with presentations/updates before selectmen or others, and that, once the Designer is on board/ building plans are being developed, that NV5 will help put out the word and attend any public forums.

The next meeting of the PSBC is scheduled for March 12, 2018 @ 9 a.m. at Merrimac Town Hall.

Prepared by: Bill Cunniff, NV5 - -End of Minutes-



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