



Merrimac Police Station Building Project – Merrimac, MA

Date: April 3, 2018 – Public Safety Building Committee (PSBC) Meeting

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

Agenda:

- 1) Review/Approval of 03.12.12 Meeting Minutes
- 2) Contract Update
- 3) Designer RFS/ Schedule Update



NV5

Merrimac Police Station – Merrimac, MA	Meeting Minutes
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<u>Public Safety Building Committee (PSBC)</u>	Date: March 12, 2018 @ 9 a.m.
Location:	Merrimac Town Hall

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 03.05.18 meeting minutes.

1. Meeting Minutes Approval

A motion was made by Ms. McLeod, seconded by Mr. Tocci, and approved unanimously, to approve the 03.05.18 meeting minutes as submitted.

2. Contract Update.

The OPM contract between the Town of Merrimac and NV5 was discussed. NV5 will endeavor to execute and forward to the Town for final approve and signature by the Board of Selectmen by Thursday, 03.15.18.

3. Designer RFS Update

NV5 presented the draft of the Designer Request for Services (RFS) to the committee for review and comment.

Under Section 3. Of the RFS, there was a comment regarding MGL Chapter 7C, and confirmed that sections of that chapter related to Designer selection.

Also, under Section 3., NV5 noted that it incorporated two specific items into minimum requirements:

- Shall have completed (1) PS in MA of at least \$ 5mm w/in the past 8 years
- Shall demonstrate experience working with small municipalities in MA

Page 7 – It was noted that under general services, change the word “School” to “Police Station”

Page 12, Item F., NV5 will incorporate the similar insurance provisions/limits used previously for the NV5 contract.

Page 12, Item G, the Certification of Good Faith is not part of the Tax Compliance certificate; this section of the statement will be deleted.

Section – Timeline. Page 19. The overall milestone dates were reviewed for the Designer Selection process. It is anticipated that the advertisement will be published in both the MA Central Register and the local newspaper on March 21, 2018, with a Designer walkthrough at the PS on March 27th. Proposals will be due on April 3, 2018 to “ProjectDog”^{**}.

(** It was agreed that *ProjectDog* would be a useful service to use for bidding, so proposals will be sent electronically to *ProjectDog*. Merrimac will set up the project on *ProjectDog*; cost responsibility will be further determined.)

The next meeting of the PSBC is scheduled for March 27, 2018 @ 9 a.m. at Merrimac Town Hall.

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



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