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Merrimac Police Station – Merrimac, MA	Meeting Minutes
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Public Safety Building Committee (PSBC)	Date: April 24, 2018
Designer Interviews:	Location: Merrimac Town Hall – Sargent Auditorium

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	Y			
Mark Tocci - Member	RES	N			

Designer interviews were held on April 24, 2018, for the three architectural firms that submitted proposals for the new Merrimac Police Station.

It is noted that PSBC member Mark Tocci, a registered mechanical engineer, whose firm has/ will potentially work with one or more of the proposing firms, recused himself from all selection proceedings, to avoid any conflict of interest, leaving seven potential voting members of the PSBC, of which five were present.

The three firms/interview times were as follows:

- Allen Lieb Architects: 1:00 p.m.
- HKT architects: 2 15 p.m.
- The Carell Group: 3:15 p.m.

Allen Lieb Architects

Allen Lieb Architects were represented by their principal and proposed project manager, Allen Lieb. Joining Allen were marketing representative, Georgianna Lieb and designer consultant, Angelo Petrozelli. Allan is a U.S. Navy veteran and former Marblehead police officer. The firm has designed and administered construction of many public safety facilities, including projects in Stoughton, Franklin, Marblehead and Revere; examples and narratives of these projects were presented to the PSBC. Allen and Angelo have known each other for decades and have collaborated on many projects.

When asked about the changes in police station design and construction in the last 20 years, Lieb noted that there has been a significant increase in officer training; a more educated police force and technological advances.

Lieb noted that they employ a standard programming questionnaire for the police chief and staff to fill out early in the programming phase to facilitate further design. When asked about the initial feasibility study and programming, while Lieb said that they could probably utilize portions of that study, they would need to further review and update accordingly.

Regarding the schedule, Lieb noted that they could complete programming in approximately 2 weeks and Schematic Design (SD) in about 4-6 weeks. They have had good success with Town Meeting and noted to PSBC that they would be happy to present at public presentations.

HKT Architects

HKT Architects were represented by their principal, Janel Slemenda. Amy Dunlap presented as the project manager. They also brought their civil engineer, Pare Corp. Janet noted that she and Amy have worked together for 17 years. HKT was the architect for the initial feasibility study for the new Merrimac Police Station. HKT noted that a lot of the existing feasibility study remains useable, further bolstered by the identification of the site, which had not been part of the original study.

When questioned about the schedule, HKT noted that while the timeline for Fall Town Meeting was aggressive, they believed that early involvement of the estimating teams and timely decisions by the PSBC would help that cause in being able to present sound estimated costs prior to Town Meeting.

When questioned about success at Town Meeting, HKT noted their success rate is very good. They further stated that transparency and early involvement of the community are keys to approval. Providing a website for communicating to the public is important, as is understanding the overall sentiment (who is for/against) of the community as the design progresses.



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When asked about the commitment and availability of the firm/staff, HKT responded that there are no issues, and that they can fully support the project.

HKT, because they were the feasibility architect, also spent considerable time during their presentation, in further discussing the original 15,000 sf plan; the reduction to 12,000 sf, and the further reduction, for the purpose of this interview and the overall reality of what the Town of Merrimac can support, to 9,500 sf.

Pare Group, Lance Hill, presented a brief overview of the site/ site conditions. Soil conditions, while not the best, are suitable to design a storm-water management system and are suitable for building foundations. The site development area is relatively level, and the minor wetlands areas can be readily addressed. Access to the State highway should not be an issue, if the preferred schematic calls for an entrance/exit on to Main Street. Placement of the MPS building on the site would recognize the future potential of an additional building for the DPW on the same parcel.

Carell Group

The Carell Group(TCG) was represented by principal, Greg Carell, senior designer, Meg Carell and site designer, Bill Murray. The Carell Group is a five-person firm.

TCG spent time during their presentation in describing their methodology, as well as current trending in police station design, including “sight and sound” separation in cell design/construction. They are very conscious of budget and will design a 7,000 sf project to budget, including investigation of cost effective materials and systems. They believe they are very effective in maximizing program space, showing for several projects, the amount of corridor space, relative to useable space.

Civil engineer, Bill Murray, briefly described the new site. He, like the Pare Group for HKT, also noted the existing wetlands areas at the front of the site, citing more area/concern than Pare, but still acknowledging a workable site.

When questioned about their success at Town Meeting, TCG noted that they could work with the schedule/timeline addressed. They are firm believers in having no surprises by the time of Town Meeting, advocating community outreach in as many ways as possible, including social media, neighborhood meetings, web site, etc.

TCG noted that their design for the building would probably be a steel structure with a pitched roof, including an attic designed for storage, with the potential for future office. The outbuilding could be designed with a mezzanine to make an efficient use of space.



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After the interviews, the PSBC deliberated on the firms' presentations, answers to questions, commitment and availability to support the project.

Allen Lieb Architects:

- Capable and experienced in public safety projects
- Small Firm; Not a lot of recent experience
- Spent a lot of time discussing previous projects, without focusing on Merrimac

HKT Architects

- Capable and experienced in public safety projects
- Perhaps the best presentation
- Small firm, similar to others
- Having been feasibility designer, but having issues with scope/size and inattentiveness to Town concerns in this regard was recollected by the PSBC and was not looked upon as favorable

Carell Group

- Capable and experienced in public safety projects
- Small firm; recent project experience; projects currently in construction
- PSBC majority felt they could best work with them

The table below shows the voting summary:

<u>PSBC Member</u>	<u>Rank # 1</u>	<u>Rank # 2</u>	<u>Rank # 3</u>
Chief Eric Shears	HKT	Carell	Lieb
Carol McLeod	Carell	HKT	Lieb
Chris Gaudet	Carell	HKT	Lieb
Bob Sinibaldi	Carell	HKT	Lieb
Yvonne Bednarz**	n/a	n/a	n/a

(** - PSBC member Yvonne Bednarz left the proceedings prior to the final interview)

Based upon the interview, subsequent discussion and voting, it was agreed that the Carell Group would be submitted to the Merrimac Board of Selectmen as the preferred Designer, subject to successful contract negotiations.

The PSBC will present the Designer selection process and proposed Designer, at the next meeting of the Merrimac Board of Selectmen, for Board confirmation, to be held at Sweetir School on April 30, 2018 @ 6 p.m.

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



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