



NV5

Merrimac Police Station – Merrimac, MA	Meeting Minutes
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Programming Meeting # 2	Date: May 29, 2018 @ 10 a.m.
Location:	Merrimac Police Station

Attendees:

Name	Assoc.	Present	Name	Assoc.	Present
			<u>NV5 (OPM)</u>		
Chief Eric Shears – Merrimac Police	POLICE	Y	Bill Cunniff	NV5	Y
Chris Gaudet – PSBC Member	RES	Y			
Yvonne Bednarz	RES	Y	<u>Designer</u>		
			Greg Carell – Carell Group	CG	Y
<i>Town Counsel – (By Teleconference)</i>					
Mark Reich – Kopelman & Paige	KP	Y			

1) Contract – Mr. Carell discussed with the group his remaining concerns with contract language. The main concerns were the following:

- a) Article 14.1 - Insurance - strike the word “*minimum*” amount of \$ 1,000,000, clause to read.....“*in the amount of \$ 1,000,000*”.
- b) Article 6.2 – Phase 5, Paragraph 4 – This paragraph remains the largest obstacle for CG, as the clause.....“*and the Designer will be responsible for any costs arising from the use of such defective Designs or Specifications....*” is a potential liability that CG cannot accept. CG will respond with alternative proposed language.
- c) Article 6.2 – Phase 5, Paragraph 1 – Wherever the word “Inspect” appears, CG would prefer the word “observe”, as they believe “inspect” obligates CG to more of a warranty than would normally be expected.
- d) Article 3.2 – It was generally agreed upon that the Designer should be able to “reasonably rely” upon owner furnished information...KP will re-draft this clause accordingly.
- e) Article 10 – Designer will be allowed fee on change orders, for those changes beyond errors and omissions type changes, or conditions that the Designer should have known about.

The Town emphasized the need to memorialize these remaining changes/obstacles as quickly as possible. Following the contract discussion and during the course of the remainder of the meeting, KP submitted via email the proposed contract changes. Mr. Carell indicated that he would be in the western part of the state for the remainder of the day but would review upon his return.

2) Programming – Mr. Carell presented a draft floor plan of the proposed building based upon the discussions from the last meeting.

- Overall square footage is close to 9,000 sf; in order to be on budget, the project needs to get closer to 7,000 sf
 - Bldg. as shown is about 63 x 110 plus bump-outs
 - HVAC system is anticipated to be a VRF System
- The group looked at ways to reduce the overall square footage:
 - Cells are already sized per MA statute
 - Reduce size of booking room
 - Reduce sizes of conference rooms
 - Reconfigure Administration area
 - Reconfigure toilet rooms outside training
 - Eliminate toilet rooms outside sergeant/patrol offices
 - Increase lockers to (28)
 - Reduce/relocate/reclassify quartermaster area
 - Lobby/Dispatch are sized appropriately, but CG will look at trying to reduce

CG will endeavor to furnish the group with updated draft floor plans for the next meeting; it is anticipated that, based upon today's discussions, the building can be reduced in size by about 1,300 sf, getting the project closer to 7,700 to 8,000 sf.

The next Programming meeting is scheduled for Tuesday, June 5, 2018 @ 10 a.m. at Merrimac Police Station

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



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