



NV5

Merrimac Police Station – Merrimac, MA

Meeting Minutes

PSBC Meeting

Date: July 25, 2018 @ 10:00 a.m.

Location: Merrimac Town Hall – Sargent Auditorium

Attendees:

Name	Assoc.	Present	Name	Assoc.	Present
			<i>NV5 (OPM)</i>		
Chief Eric Shears – Merrimac Police	Police	Y	Bill Cunniff	NV5	Y
Chris Gaudet – PSBC Member	Res	Y	Mike Ulichney	NV5	N
Carol McLeod – PSBC/ Merrimac Finance	Merrimac	Y			
Yvonne Bednarz - PSBC Member	Res	Y	<i>Designer</i>		
Mark Tocci - PSBC Member	Res	N	Greg Carell – Carell Group	CG	Y
Chief Larry Fisher – Merrimac Fire Dept.	Merrimac	Y			
Laura Mailman - PSBC Member	Merrimac	Y			
Robert Sinibaldi – PSBC /Merrimac DPW/ISD	Merrimac	Y			

Chief Eric shears called the meeting to order @ 10:10 a.m.

1) Meeting Minutes Approval – There was a motion to approve the meeting minutes from the 7/12/18 meeting. Motion was made by Mr. Sinibaldi, seconded by Ms. McLeod and approved unanimously.

2) Schematic Design (SD) Estimate Review – NV5 distributed the summary pages from the two independent estimating firms – PM&C (NV5) & AM Fogarty (CG) - along with a budget summary cover sheet (see attached). NV5 noted that, for the budget summary sheet, the two estimate totals of PM&C (\$ 4,707,358) & AMF (\$ 4,617,227) were averaged, and the average construction value of \$ 4,662,227 was used for the summary.

Construction related costs of \$ 357,000 were based upon the October 16, 2017 Town Meeting “Project Budget Worksheet”, and further updated with actual contract commitments to the Designer (CG) and OPM (NV5). Similarly, A& E costs are based upon the worksheet, updated for actual contract commitments. The FF&E value was also taken from the October 16, 2017 worksheet.

The Total Project Budget Summary was further discussed and in the revised summary includes the following items:

<u>Item</u>	<u>Value</u>
Construction Costs	\$ 4,662,227
Construction Related Costs	\$ 357,000
Alt # 1 - Carport	\$ 226,509
Alt # 2 - Pre-engineered Outbuilding	\$ 224,640
FF&E	\$ 604,800
A&E	\$ 578,876
<u>Metal Roof</u>	<u>\$ 154,471</u>
Total	\$ 6,808,523

The main building area remains at 8,375 sf for the main building, plus an additional 1,440 sf for the outbuilding. The Sallyport is part of the main building.

The estimates include construction cost escalation based upon a Spring 2019 construction start. That escalation could mean a 2% swing if the project could start late in 2018. A PSBC member asked whether the recent federal trade tariffs are factored into estimates; they are not.

It was discussed that the total project budget summary should include more detail as to what is included in the individual line items. NV5 will update the summary for the BOS submission.

Regarding sustainability, Mr. Fisher and Mr. Sinibaldi exchanged thoughts on the potential merits of grant money that may be available, similar to what the Town of Sterling was granted, for an energy storage (battery) facility, in conjunction with a solar array, that can be utilized to defray energy usage/power costs, as well as furnish significant reserve power in the event of an extended power outage. This subject will need more discussion and investigation, but it is unlikely that it is feasible for the Merrimac PS project. CG noted that the building roof structure will be designed to support a photovoltaic array.

It was discussed and agreed among the PSBC that the closed-cell spray-foam (icynene) insulation should remain in the budget; this insulation is worth approximately \$ 126k more than fiberglass batt insulation. However, its' properties relative to air infiltration are significantly better than fiberglass.

Based upon current document schedule, CG noted that the Design Development (DD) drawings should be available around the end of September. There were a few floor plan discussion items, such as CMU vs. Kevlar lined walls for the armory area. Items such as these will begin to be more detailed in the documents as the project moves forward into DD.



OFFICES NATIONWIDE

The chief expressed his concern in going before the BOS with a much larger budget than the \$ 5.5mm that was previously discussed in 2017. At that time, the building was envisioned as a 7,000 sf building, but as is evident with the work done by PSBC over the past several months, the 8,375 sf building is extremely close to the absolute minimum that can effectively achieve the police department facility and program needs, both now and in the future.

It was noted that the estimates may be slightly conservative, but not overly so. Moving ahead, decisions may need to be made to reduce the cost, such as reducing the overall length of the carport. That evaluation will be made during the DD stage.

After discussion among the PSBC, it was agreed that the project would be submitted to the Merrimac Board of Selectmen with a "Not-to-Exceed" (NTE) Total Project Budget of \$ 6,500,000, with the intent that the project be approved at the 2018 Fall Town Meeting.

A request for a motion was made by Chief Shears to submit the request to the BOS with a NTE Total Project Budget of \$ 6,500,000. A motion was made by Ms. McLeod, seconded by Mr. Fisher and approved unanimously. Mr. Sinibaldi expressed his concern over the total project budget, and that he would still like to see the project come in between \$ 5.5mm and \$ 6.25mm.

It was also discussed that pending approval Monday night, July 30th, by the BOS, that the Town should start getting the word out to the public. CG will produce large-scale floor plan, site plan and elevations for Town use. Showing them at the police booth at Merrimac Old Home Days (August 10-12) would be a great start. Ms. Mailman also noted that she will post in the COA newsletter as well. It was also discussed that potential neighborhood forums could be held on 9/17 & 9/22 – further discussion to follow. October 15th is Town Meeting.

The next PSBC/ Programming meeting is scheduled for Thursday August 2, 2018 @ 10 a.m. – @ Merrimac Town Hall – Sargent Auditorium

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

NEW MERRIMAC POLICE STATION

July 30, 2018



Total Project Budget Summary

Outlined bellow is the proposed Total Project Budget Summary for the new Merrimac Police Station. Through many meetings of the Public Safety Building Committee (PSBC), supported by the engagement of the designer, The Carell Group, and the owner's project manager, NV5, the PSBC has been able to finalize the proposed program, budget and schedule.

The Public Safety Building Committee respectfully requests that the Board of Selectmen approve a Not-to-Exceed Total Project Budget of \$ 6,500,000 (Six Million Five Hundred Thousand Dollars) for the design, construction and furnishing of the new Merrimac Police Station

The Total Project Budget Value is the resultant of construction estimates having been generated by two independent estimating firms, based upon Schematic Design documentation generated by the designer.

TOTAL PROJECT BUDGET SUMMARY

<u>Budget Line Item Description</u>	<u>Budget Value</u>	<u>Remarks</u>
Hard Construction Costs	\$ 5,105,000	Includes: All sitework and building costs; Storage out-building; 5% construction contingency
Architect & Engineering	\$ 550,000	Includes: Design & OPM Costs through completion of construction documents
Construction Administration	\$ 345,000	Includes: Designer Construction Administration; Full-time OPM Site representation during 12-month construction period; Construction testing
Fixtures, Furnishings & Equipment (FF&E)	\$ 500,000	Includes: All office furniture; High density filing system; Telephone & Computers; Radio Communication, Antennae/Connections, 911/Emergency Dispatch center; Security & Access Control; Technology cabling, TV's, VCR's, A/V & Miscellaneous equipment
<u>TOTAL PROJECT BUDGET</u>	<u>\$ 6,500,000</u>	

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carell
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NV5

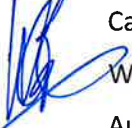








MEMORANDUM

To:  Carol McLeod
From: William G. Cunniff – NV5
Date: August 1, 2018
Re: Invoice Packet – Merrimac Police Station

Enclosed for approval and processing, please find the following invoices:

Vendor	Invoice #	Description of Services	Invoice
NV5	95918	OPM Services – July 2018	\$ 8,674.00
Carell Group	1805.2	Designer Services (Schematic Design) – July 2018	\$ 30,800.00
		Total:	\$39,474.00

Invoice

Remit to:
NV5, Inc.
PO Box 74008680
Chicago, IL 60674-8680



Carol McLeod
Town of Merrimac
2 School Street
Merrimac, MA 01860

July 31, 2018
Project No: 333418-0000012.00
Invoice No: 95918

Project 333418-0000012.00 Merrimac Police Station
Professional Services from July 1, 2018 to July 31, 2018
Lump Sum

	Contract	Earned	Previously Billed	Due This Invoice
Project Management	78,876.00	34,876.00	26,202.00	8,674.00
Total Fee	78,876.00	34,876.00	26,202.00	8,674.00
				8,674.00
			Total this Invoice	\$8,674.00

For billing questions please contact your Project Analyst, Laurel Bender @ 440.710.0499 or laurie.bender@nv5.com

Project Manager William Cunniff

Handwritten notes: "ok" with an arrow pointing to the NV5 logo, and "B1/18" written next to a signature.

the carell group

architects planners interiors

85 main street
hopkinton ma 01748
508 497 0909
508 497 0999 fax

Invoice for Architectural Services for:
The Town of Merrimac

Town of Merrimac
2 School Street
Merrimac, MA 01860

Invoice Number: 1805.2
Billing Date: August 1, 2018

Project: Merrimac Police Station
Merrimac, MA

	Fee Amount	Previous Billing	New Charges	% Complete	Balance to Finish
Schematic Design	\$88,000	\$57,200	\$30,800	100%	\$0
Design Development	\$117,000	\$0		0%	\$117,000
Construction Documents	\$170,000	\$0		0%	\$170,000
Bidding	\$25,000	\$0		0%	\$25,000
Construction Administration Month _ of 14	\$125,000	\$0		0%	\$125,000
Total	\$525,000	\$57,200	\$30,800		\$437,000

Amount Due

\$30,800
[Signature]
NVT 8/1/18