



NV5

<b>Merrimac Police Station – Merrimac, MA</b>	<b>Meeting Minutes</b>
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PSBC Meeting	Date: September 21, 2018 @ 9:00 a.m.
Location:	Merrimac Town Hall – Sargent Auditorium

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	N	Mike Ulichney	NV5	Y
Carol McLeod – PSBC/ Merrimac Finance	Merrimac	N			
Yvonne Bednarz - PSBC Member	Res	Y	<u>Designer</u>		
Mark Tocci - PSBC Member	Res	N	Greg Carell – Carell Group	CG	Y
Chief Larry Fisher – Merrimac Fire Dept.	Merrimac	Y			
Rick Pinciario – PSBC Member	Res	N			
Laura Mailman - PSBC Member	Merrimac	N			
Robert Sinibaldi – PSBC /Merrimac DPW/ISD	Merrimac	Y			

Chief Eric shears called the meeting to order @ 9:00 a.m.

As there was not a PSBC quorum for the meeting, no items for committee approval were brought before the members in attendance.

1) Design Update – Mr. Carell updated the PSBC regarding the current status of construction documents, as well as the current estimate.

- The current DD estimate from AM Fogarty is higher than the previous SD Estimate by approximately \$ 237,205, the main reason being that approximately 320 sf of additional space was added through the agreed upon modifications to the detention/ meeting room area of the building. It was discussed that the building is about as economical in scope and scale as it can be.

- Mr. Carell noted that there was good news from the civil engineers relative to storm-water design. Research into the adjacent residential development project revealed that storm-water management for the entire development, inclusive of the police station property, was previously designed and permitted as part of the conditions of that project. What this means for the police station development is that that onsite storm drainage structures and piping can be significantly reduced, with much of the storm water being diverted to the street system – this savings will be reflected on an updated Construction Documents (CD) estimate.
- The chief again reiterated the fundamental need for the outbuilding as part of this project. NV5 and CG noted that given the current estimate, it may be necessary to reduce the size of the building moving forward. Still, NV5 and CG noted that based upon the current 2.5% design contingency, the potential storm-water drainage savings, the potential savings between soft costs FFE and hard cost technology that is included in the construction estimate, that the project is in good financial standing. Furthermore, it is recommended that the following alternates be included as “bid alternates” on the construction documents:
  - Alternate # 1: ADD Metal Roof in lieu of Asphalt Shingles
  - Alternate # 2: ADD Pre-engineered Outbuilding
  - Alternate # 3; ADD Carport

#### 4) Public Forum

- The public forum is scheduled for next Wednesday, 9/26 @ the Merrimac PS
- There is the Chiefs breakfast Friday morning, 9/28, @ 8:15 @ the Senior Center

The next PSBC meeting is scheduled for Thursday, October 11, 2018 @ 9 a.m. @ Merrimac Town Hall – Sargent Auditorium


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



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**MEMORANDUM**

To: Carol McLeod  
From:  William G. Cunniff – NV5  
Date: October 11, 2018  
Re: Invoice Packet – Merrimac Police Station

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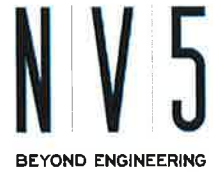
Enclosed for approval and processing, please find the following invoices:

Vendor	Invoice #	Description of Services	Invoice
NV5	102364	OPM Services –September 2018	\$ 8,674.00
Carell Group	1805.3	A/E Design Development Services – through September 2018	\$ 117,000.00
			<b><u>Total \$125,674.00</u></b>

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**Invoice**

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



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

October 8, 2018  
Project No: 333418-0000012.00  
Invoice No: 102364

Project 333418-0000012.00 Merrimac Police Station  
Professional Services from September 1, 2018 to September 30, 2018  
Lump Sum

	Contract	Earned	Previously Billed	Due This Invoice
Project Management	78,876.00	52,224.00	43,550.00	8,674.00
Total Fee	78,876.00	52,224.00	43,550.00	8,674.00
<b>Total Fee Billing</b>				

**Total this Invoice** 8,674.00  
\$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 signature and date: 10/9/18*

**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: 1805.3  
Billing Date: October 1, 2018

Project: Merrimac Police Station  
Merrimac, MA

	Fee Amount	Previous Billing	New Charges	% Complete	Balance to Finish
Schematic Design	\$88,000	\$88,000		100%	\$0
Design Development	\$117,000	\$0	✓ \$117,000	100%	\$0
Construction Documents	\$170,000	\$0		0%	\$170,000
Bidding	\$25,000	\$0		0%	\$25,000
Construction Administration	\$125,000	\$0		0%	\$125,000
Month _ of 14					
Total	\$525,000	\$88,000	\$117,000		\$320,000

**Amount Due**

**\$117,000**

ok  
NVS 10/3/18

**Design Development**  
**Merrimac Police Headquarters**  
**Merrimac, MA**

**September 19, 2018**

**GRAND SUMMARY**

POLICE HEADQUARTERS		\$4,098,730
HARDOUS MATERIAL REMOVAL		N/A
BUILDING REMOVAL		N/A
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	TOTAL DIRECT COST	\$4,098,730
DESIGN CONTINGENCY	2.5%	\$102,468
ESCALATION ( spring 2019 )	1%	\$42,012
GENERAL CONDITIONS	6.25%	\$256,171
GENERAL ADMINISTRATIVE O&P	4%	\$179,975
INSURANCE	1%	\$46,794
P&P BOND	1%	\$46,794
		-----
	TOTAL CONSTRUCTION COST	\$4,772,943
	COST/SF	\$548.87
<b>ALTERNATES</b>		
ALTERNATE NO. 1 - ADD CARPORT		\$159,497
ALTERNATE NO. 2 - ADD PRE ENGINEERED OUT BUILDING - 24' x 60'		\$251,274
ALTERNATE NO. 3 - IN LIEU OF ASPHALT SHINGLE SUBSTITUTE A METAL ROOF		\$158,491
ALTERNATE NO. 4 - BRICK MASONRY VENEER IN LIEU OF CLAPBOARD		\$135,264