



NV5

**Merrimac Police Station – Merrimac, MA**

**Meeting Minutes**

PSBC Meeting

Date: December 6, 2018 @ 9:00 a.m.

Location: Merrimac Town Hall – Sargent’s Hall

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	Ken Grizzell	NV5	Y
Carol McLeod – PSBC/ Merrimac Finance	Merrimac	N			
Yvonne Bednarz - PSBC Member	Res	N	<i>Designer</i>		
Mark Tocci - PSBC Member	Res	Y	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.

1) Meeting Minutes Approval

- Chief Shears entertained a motion to approve the meeting minutes of the November 19<sup>th</sup> meeting of the PSBC. A motion was made by Mr. Fisher, seconded by Mr. Gaudet and approved unanimously.

2) Design Update

- Mr. Carell of TCG updated the PSBC on the status of contract/construction documents
- Documents are 90% complete
- Front end sections of the project manual were forwarded; these documents included the following and should be reviewed by the Town/Town counsel, especially the insurance requirements:
  - General Requirements
  - AIA General Conditions
  - Invitation for Bids
  - Supplementary General Conditions

- TCG confirmed with the PSBC the order of Alternates as shown on the General Requirements:
  - Alt # 1 – SS Roof
  - Alt # 2 – Carport
  - Alt # 3 – Outbuilding
  - Alt # 4 – Additional Landscape Plantings
- Design team is performing internal MEP coordination
- Design team to provide necessary space for fire pump; Mark Tocci noted that a domestic booster pump is also required –approximate cost \$ 30k.
- It was discussed that an additional mechanical room space will be created in the attic at the top of the stairs to accommodate additional MEP items
- Design team to review overflow requirements and potential to furnish indirect drain to janitors sink.
- TCG will draft and send sketch of mechanical room
- Test Pits – Test Pits will be scheduled for 12.13.18.
- Site Plan Review – this review and approval should be able to be accomplished in one meeting. Bill Murray to call and conform with Bob Sinibaldi
- The town will send out site plans to Horsley Witten for review

### 3) Other Business

- NV5 base contract is complete at end of December; Bill Cunniff will forward proposed amendment for construction administration services to Town. Bill also reintroduced Ken Grizzell, the NV5 site representative during construction, to the team.
- NV5 will furnish a cost breakdown of the site, building and MEP trades to Chief Shears and to Bob Sinibaldi, so that final permit costs can be established.

The next PSBC meeting is scheduled for Thursday, December 20, 2018 @ 9 a.m. @ Merrimac Town Hall – Sargent’s Hall

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



OFFICES NATIONWIDE

## **Merrimac Police Station – Insurance Requirements – 12.20.18**

**From:** Erica Citro [<mailto:Erica.Citro@cabotrisk.com>]

**Sent:** Tuesday, December 18, 2018 2:17 PM

**To:** Carol McLeod - Finance <[cmcleod@townofmerrimac.com](mailto:cmcleod@townofmerrimac.com)>; Patricia Sullivan <[patricia.Sullivan@cabotrisk.com](mailto:patricia.Sullivan@cabotrisk.com)>

**Subject:** Town of Merrimac - Police Station

Hi Carol,

In order to protect the Town's Liability it is our recommendation that the town obtain Certificates of Insurance affording the following coverages:

- 1) General Liability of at least \$1,000,000 Bodily Injury and Property Damage Liability with a \$3,000,000 Annual Aggregate Limit. The Town should be named as an "Additional Insured". Products and Completed Operations should be maintained for up to 3 years after the completion of the project.
- 2) Automobile Liability (applicable for any automobile operating exposure) of at least \$1,000,000 Bodily Injury and Property Damage Combined Single Limit per accident. The Town should be named as an "Additional Insured".
- 3) Workers' Compensation Insurance as required by law.
- 4) Umbrella Liability of at least \$2,000,000 per occurrence with a \$2,000,000 Annual Aggregate. The Town should be named as an Additional Insured.

Please be advised that the above requirements are the minimum insurance limits we recommend the contractors to carry while working on behalf of the Town. It is the Town's decision as to whether higher or lower limits are needed.

If you are requiring that the contractor also obtain the Builders Risk policy, they should provide a Certificate of Insurance for:

Builders' Risk Property Coverage for the full insurable value (completed value) including existing structure of the building under construction. It should include "All Risk" insurance for physical loss or damage including theft.

Architects and Engineers Professional Liability (applicable for any architects or engineers involved in the project) of at least \$1,000,000/occurrence, \$3,000,000 aggregate.

Property Coverage for materials and supplies being transported by the contractor, as the Town's Property Contract provides coverage for personal property within 1000 feet of the premises.

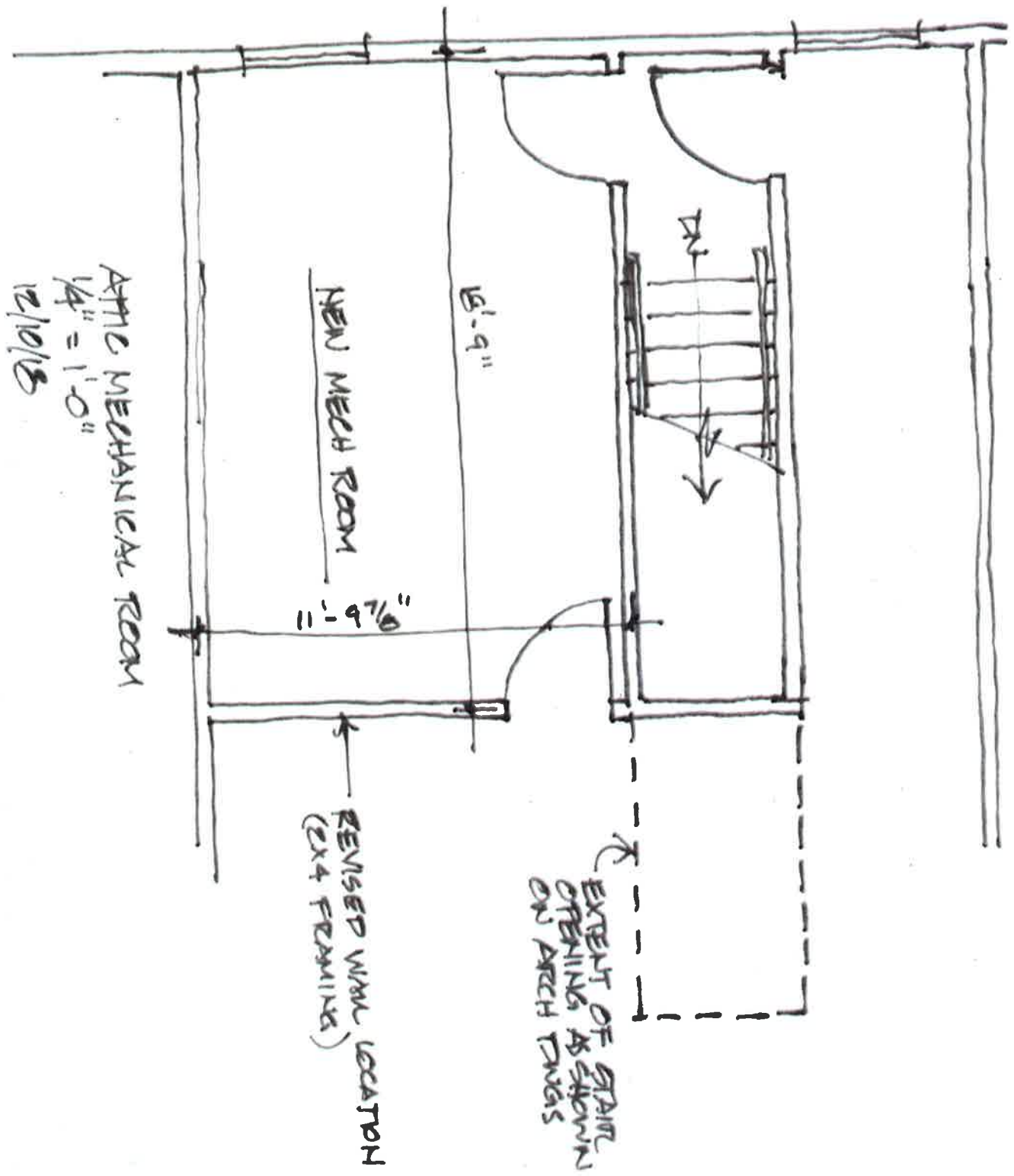
Thank you,

**Erica Citro, CIC, CISR**  
Account Manager

**Cabot Risk Strategies LLC**  
**Massachusetts Bay Self-Insurance Group**  
**MIIA Member Services**  
15 Cabot Road | Woburn, MA 01801

- meeting notes with \_\_\_\_\_
- telephone memo with \_\_\_\_\_
- memorandum to **TEG DESIGN TEAM**

project **MERRIMACK POLICE**  
 date **12/10/18**  
 written by **GREG CANNON**



### MEMORANDUM

To: File  
 From: William G. Cunniff – NV5  
 Date: December 20, 2018  
 Re: Merrimac Police Station – Schedule – Next Steps

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#### Schedule:

- Completion of Construction Documents 12.31.18
  - Electronic Bidding Requirements
  - Alternates
  - Proprietary Items
  - Construction Schedule/Duration: 03.20.19 – 02.01.20
  
- Finalize any/all local approval – zoning, Con-com, planning 01.31.19
  
- PSBC Approval 01.10.19
  
- Town (BOS) Approval 01.14.19
  
- Submit Building Permit Package 01.15.19
  
- Building Permit- Ready for issuance 02.01.19
  
- Ch. 149 Procurement of GC and Trade Bids
  - Request Prevailing Wages 01.07.19
  - Public Notices – **Construction Documents Available**
    - Central Register (Submit 01.16.19) 01.23.19
    - Newspaper/ CommBuys/Town Hall 01.23.19
  - Pre-Bid Meeting
    - Meet at Sargent Auditorium 01.30.19
  - Filed Sub-Bids to Awarding Authority
    - Electronic Submission – Projectdog
      - Filed Sub-Bids 02.13.19
      - Town approval of Filed Sub Bids 02.14.19
      - GC Bids 02.22.19
  - PSBC Review of Estimates 02.28.19

