





Merrimac Police Station – Merrimac, MA	Meeting Minutes
PSBC Meeting	Date: December 6, 2018 @ 9:00 a.m.
	Merrimac Town Hall – Sargent's Hall

#### 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	Ken Grizzell	NV5	Y
Carol McLeod - PSBC/ Merrimac Finance	Merrimac	N			
Yvonne Bednarz - PSBC Member	Res	N	<u>Designer</u>		
Mark Tocci - PSBC Member	Res	Y	Greg Carell - Carell Group	CG	Y
Chief Larry Fisher – Merrimac Fire Dept.	Merrimac	Y			
Rick Pinciaro – 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:
  - o General Requirements
  - o AIA General Conditions
  - o Invitation for Bids
  - o Supplementary General Conditions

44 PLEASANT STREET, SUITE 100 | WATERTOWN, MA 02472 | WWW.NV5.COM | OFFICE 617.744,3110 | FAX 617.924,3800

- TCG confirmed with the PSBC the order of Alternates as shown on the General Requirements:
  - o 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 slink.
- 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-

#### 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>; Patricia Sullivan

<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) <u>General Liability</u> 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". <u>Products and Completed Operations</u> should be maintained for up to 3 years after the completion of the project.
- 2) <u>Automobile Liability</u> (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) <u>Umbrella Liability</u> 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:

<u>Builders' Risk Property Coverage</u> 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.

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

<u>Property Coverage</u> 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

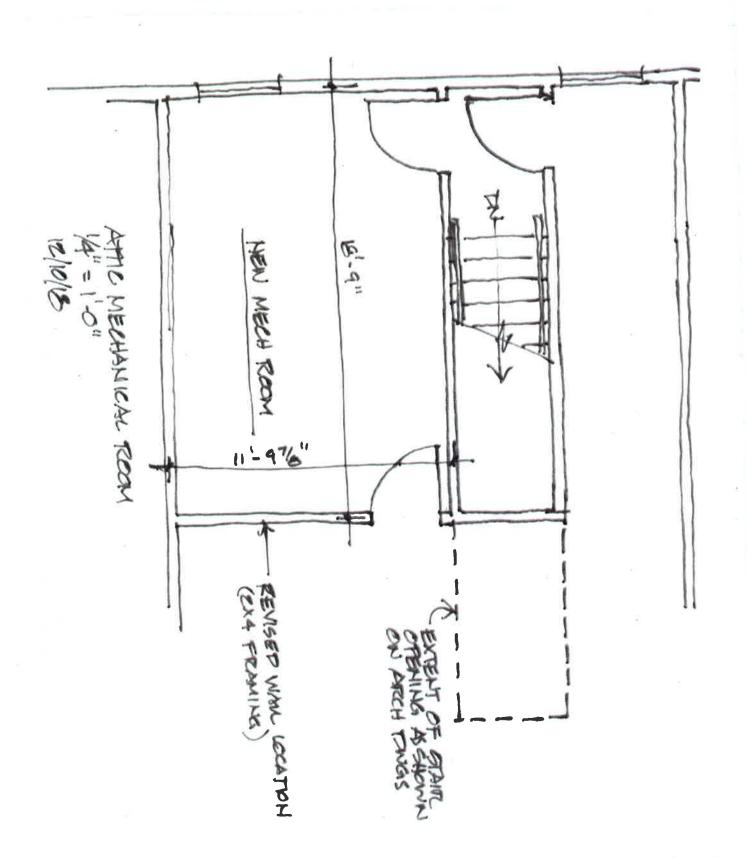
15 Cabot Road | Woburn, MA 01801

telephone memo- with:

memorandum

TEG DESGN TERM

written by



# NV5

# DRAFT (Updated 12.20.18)

## **MEMORANDUM**

To:

File

From:

William G. Cunniff - NV5

Date:

December 20, 2018

Re:

Merrimac Police Station - Schedule - Next Steps

### Schedule:

ileu	<u>uie.</u>	
0	Completion of Construction Documents	12.31.18
	<ul> <li>Electronic Bidding Requirements</li> </ul>	
	<ul> <li>Alternates</li> </ul>	
	o Proprietary Items	
	<ul> <li>Construction Schedule/Duration: 03.20.19 – 02.01.20</li> </ul>	
	0 0011011101110111011101111011110111101111	
•	Finalize any/all local approval – zoning, Con-com, planning	01.31.19
•	PSBC Approval	01.10.19
•	Town (BOS) Approval	01.14.19
	Cubarit Duilding Donnit Dadon	04 45 40
•	Submit Building Permit Package	01.15.19
•	Building Permit- Ready for issuance	02.01.19
0	Ch. 149 Procurement of GC and Trade Bids	
	Request Prevailing Wages	01.07.19
	Public Notices – Construction Documents Available	
	<ul><li>Central Register (Submit 01.16.19)</li></ul>	01.23.19
	<ul> <li>Newspaper/ CommBuys/Town Hall</li> </ul>	01.23.19
	Pre-Bid Meeting	
	<ul> <li>Meet at Sargent Auditorium</li> </ul>	01.30.19
	Filed Sub-Bids to Awarding Authority	
	<ul> <li>Electronic Submission – Projectdog</li> </ul>	
	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

ID Task	7			
	N.	Ctart	Cinich 101	C-P4 1001 P-P 1001 OF 2 1001 OF 2 1001 OF 3 1001 OF 4 3 1001 OF 4 3 1001 OF 5 1001 OF
	lask Name	Start		SOLICITY I, 2011, CIT 5, 2011, CIT 5, 2011, CIT 4, 2011, CIT 1, 2012, CIT 5, 2012,
1 STA	STARTUP	Wed 1/24/18	Fri 5/4/18	STARTUP 73 days
2 0	Owners Rep - Interview & Award; Contract	Wed 1/24/18	Mon 4/2/18	Owners Rep - Interview & Award; Contract 4/2
<sub>2</sub>	RFS/ Interview & Award Designer Contract	Wed 3/28/18	Wed 5/2/18	RFS/ Interview & Award Designer Contract 5/2
4	Partnering and Kick off meeting	Fri 5/4/18	Fri 5/4/18	Partnering and Kick off meeting $+5/4$
S DES	DESIGN	Mon 5/7/18	Mon 12/31/18	DESIGN FTTT 171 days?
9	Schematic Design (SD)	Mon 5/7/18	Fri 7/6/18	Schematic Design (SD) ——— 7/6
7 S	SD Estimate/SD VE	Mon 7/9/18	Tue 7/24/18	SD Estimate/SD VE 🚡 7/24
<b>60</b>	Design Development (DD)	Mon 7/9/18	Fri 8/31/18	Design Development (DD) **********************************
6	DD Estimate	Mon 9/3/18	Wed 9/19/18	DD Estimate 🚡 9/19
10 C	Construction Documents	Thu 9/20/18	Mon 12/31/18	Construction Documents 22/31
Ħ	Town Meeting	Mon 10/15/18	Mon 10/15/18	Н
12	Town Election	Tue 11/6/18	Tue 11/6/18	п
13 BID	BIDDING & PROCUREMENT	Wed 1/2/19	Tue 3/19/19	BIDDING & PROCUREMENT   55 days
14	Contractor Procurement, RFQ/ Bid Docs	Wed 1/2/19	Tue 2/5/19	Contractor Procurement, RFQ/ Bid Docs 📥 2/5
15 F	FINAL CONTRACT AMOUNT CONFIRMED	Wed 2/6/19	Tue 2/19/19	FINAL CONTRACT AMOUNT CONFIRMED 🚡 2/19
16 P	Preconstruction, Mobilize	Wed 3/6/19	Tue 3/19/19	Preconstruction, Mobilize 🏲 3/19
17 PER	PERMITTING	Wed 1/2/19	Tue 2/19/19	PERMITTING PTT 35 days
18 S	Submit Building Permit package	Wed 1/2/19	Tue 1/8/19	Submit Building Permit package 7/8
19	Building Permit review	Wed 1/9/19	Tue 1/29/19	Building Permit review 👗 1/29
20 R	Respond to permit comments	Wed 1/30/19	Tue 2/5/19	Respond to permit comments 72/5
21 F	Final permit review	Wed 2/6/19	Tue 2/19/19	Final permit review 👗 2/19
22 R	Receive building permit	Tue 2/19/19	Tue 2/19/19	Receive building permit 🔷 2/19
23 COI	CONSTRUCTION	Wed 3/20/19	Wed 2/19/20	CONSTRUCTION P
24 C	Construction	Wed 3/20/19	Tue 1/28/20	Construction 7
25 F	Final Inspections	Wed 1/8/20	Tue 1/28/20	Final Inspections 1/28
26 S	Substantial Completion	Tue 1/28/20	Tue 1/28/20	Substantial Completion ◆ 1/28
27	Final Completion	Wed 2/19/20	Wed 2/19/20	Final Completion 72/19