

TOWN OF NORTHFIELD
EMERGENCY SERVICES FACILITY BUILDING COMMITTEE
WEDNESDAY, MARCH 30, 2023, AT 4:00PM
VIRTUAL HYBRID (ON-LINE) MEETING

MINUTES

1. Call To Order

- a. S. Dunnell called the meeting to order at 4:05PM
- b. **Committee attendance:** Chief Skip Dunnell, Stephen Seredynski, Chief Jon Hall, Bernie Porada, Andrea Llamas, Heath Cummings.
- c. **Consultants:** John MacMillan, CBA; Matthew Sturz, Colliers; Anthony DiLuzio, Colliers.
- d. **Public Attendance:** No public attendance.

2. Previous Meeting Minutes

- a. Meeting minutes of March 15, 2023;
 - i. Motion made by B. Porada to approve, Second by H. Cummings
 - ii. Motion PASSES, Unanimous by roll call vote.

3. Budget, Contracts, Invoices

- a. No new CBA invoices to review.
- b. No new Colliers invoices to review.
- c. PM&C Invoice #23-1370, dated 3/24/2023, in the amount of \$4,500.00, was presented for review and approval, for Partial CD Phase Estimating Services.
 - i. Colliers explained that this estimate was for CD phase estimating services that were completed prior to be advised to stop work by Colliers, as the timing of bidding relative to the completion of the estimate was such that bids would be in hand shortly thereafter, and the estimate was judged to be of limited value.
 - ii. Motion made by B. Porada to approve, Second by H. Cummings.
 - iii. Motion PASSES, Unanimous by roll call vote.
- d. Hale Custom Signs invoice #7587, dated 3/30/2023, in the amount of \$1,085.63 (50% of the total price), was presented for review.
 - i. The Committee briefly discussed that a draft of this sign had been reviewed and approved by S. Dunnell and A. Llamas, and that Hale Custom Signs had agreed to furnish and install the sign as part of the Invoiced amount.
 - ii. Motion made by B. Porada to approve, Second by J. Hall.
 - iii. Motion PASSES, Unanimous by roll call vote.
- e. Colliers reviewed the Project Budget information, beginning with the Filed Sub-Bid numbers that were received the previous day via BidDocsOnline (electronic plan room). Colliers reviewed all of the categories of work in which bids were received, and advised that they were generally close to the estimated values. Bid

EMERGENCY SERVICES BUILDING – PROPOSED TIMELINE UPDATED 4/13/2023

Additional meetings of the ESF Building Committee will occur as-needed
Meetings for Permits, etc. with Town Boards and Committees will occur as-needed

FEBRUARY

- 1 – General Contractor and Filed Sub-Bid Request for Qualifications (RFQ) Advertisement posted in Central Register, Newspaper and COMMBuys - **COMPLETE**
- 7 – Select Board Appoint Pre-Qualification Review Committee - **COMPLETE**
- 8 – ESF Building Committee Meeting – Discuss of Building Aesthetics - **COMPLETE**
- 22 – Filed Sub-bid Qualification Packages Due - **COMPLETE**
- 22 – Pre-Qualification Committee, first meeting – Appoint Chair, discuss distribution of materials and division of labor - **COMPLETE**
- 22 – ESF Building Committee Meeting – Minutes Approval, Invoices, Design Review, Schedule Review, Discussion of Permitting Status (ZBA, ConCom)
- 2/23 – 3/6 – Prequalification Review Committee Meet to Review Submissions

Town Also Working On:

- Insurance Requirements
- Review of Bid Documents “Front End” w/ Town Counsel, Legal
- ZBA Approval, Approval of Variance
- Historical Commission Engagement [ONGOING]

MARCH

- 6 – Prequalification Report Issued by Prequalification Committee (Announces list of all Prequalified contractors by Trade, plus General Contractors – Colliers will draft this for Committee review and approval prior to issue)
- 8 – Bid Documents Released for Trade and General Contractors
- 13 – ESF Building Committee to meet with Finance Committee for financial update and discussion
- 15 – Anticipated Date for a Pre-Bid Conference
- 15 – Conservation Commission Meeting / ANRAD Approval
- 21 – Close Special Town Meeting Warrant
- 22 – Planning Board Meeting, Site Plan Review
- 28 – ZBA Hearing
- 29 – Filed Sub-Bids Due
- 30 – ESF Building Committee Meeting, 4:00pm

APRIL

- 4 – Select Board Meeting to sign Special Town Meeting Warrant
- 4 – Senior Center Coffee Hour, time TBD
- 5 – Post Special Town Meeting Warrant
- 10 – Historical Commission Meeting
- 12 – General Contractor Bids Due
- 12 – Conservation Commission, Notice of Intent Filing
- 13 – ESF Building Committee Meeting, 4:00pm
- 19 – Special Town Meeting / Presentation at HS

MAY

- 1 – Annual Town Meeting
- 2 – Town Election (no Debt Exclusion vote anticipated)
- 9 – Select Board Award Contract to Selected Bidder
- ~16 – Contract Signed, Notice to Proceed Issued