



Marshfield DPW Facility Project Committee Meeting-Meeting Minutes

Date: April 2, 2020

Subject: DPW Committee Meeting

Prepared by: PMA Consultants

Location/ Time: Conference Call

ATTENDEES		
Town of Marshfield	Email	Present
Tom Reynolds(TR)	treynolds@townofmarshfield.org	X
Shawn Patterson	spatterson@townofmarshfield.org	X
Fred Russell	frussell@mpsd.com	X
Tony Bullock	tbullock@mpsd.com	X
Patrick Dello Russo (PD)	pdellorusso@townofmarshfield.org	X
Jimmy Kent	jkent@townofmarshfield.org	X
Christine McCarthy	cmccarthy@townofmarshfield.org	X
Matt Parent (MP)	parentcreative@mac.com	X
Bob Shanley	rshanley@townofmarshfield.org	X
PMA	Email	Present
Steve Rusteika (SR)	srusteika@pmaconsultants.com	X
Kevin Weeks	kweeks@pmaconsultants.com	X
Cody Gibb	cgibb@pmaconsultants.com	X
Weston & Sampson	Email	Present
Jeff Alberti (JA)	albertij@wseinc.com	X
JP Parnas	parnasj@wseinc.com	X
Dave Steeves (DS)	steevesd@wseinc.com	X

Meeting Minutes

Item No.	Item	Action by	Status/ Date Due
1	Meeting is Called to Order – Roll Call	For Info	-
2	Review of Phase I Site Grading Package: <ul style="list-style-type: none">Plans for the Site Package have been completedSpecifications should be completed by the end of the week of April 6, 2020	For Info	-
3	Review of Status of Phase II DPW Facility Design: <ul style="list-style-type: none">Weston & Sampson is on target to meet the Design Development DeadlineWeston & Sampson stated that they were slightly behind on the Schematic Design Package but are targeting the end of the week of April 6, 2020	For Info	-

4	Review of Independent Cost Estimates: <ul style="list-style-type: none"> Weston & Sampson will have a cost estimate ready for reconciliation by the end of the month; targeting April 30, 2020 PD asked, “How much of a difference is typically seen between the cost estimates?” SR stated that the firms are usually close, and most discrepancies are based on the estimators’ respective interpretations JA noted that while they have had a typically close matchup between the estimates, he was interested to see what the effects of the current COVID-19 pandemic will have on the estimates 	W&S	-
5	Temporary Facilities Discussion: <ul style="list-style-type: none"> Proposals to the RFP for Facilities are due on April 6, 2020 Republic is currently the only known interested party TR stated that he will reach out to Republic this week 	For Info	-
6	Contract Delivery Methods: <ul style="list-style-type: none"> All parties agree that it would be best to schedule a call to decide on the best delivery method for both projects The contract delivery method will be impacted by whether any proposals on the RFP for Facilities are received The two most likely options for delivery method are either options B or C (see attached agenda) If the project does have to build any temporary structures, that will be as a separate package 	For Info	-
7	Schedule: <ul style="list-style-type: none"> The group will have to monitor the COVID-19 situation closely; jobs are starting to shut down 	For Info	-
	Renewable Energy Opportunities: <ul style="list-style-type: none"> Project will work within the budget to try and incorporate as much renewable technology as possible MP would like to see the following incorporated into the Project <ul style="list-style-type: none"> Solar ready roof Electric boilers as primary with natural gas backup Solar hot water for radiant floor heating and domestic hot water MP stated that at a later date he will engage Eversource and Columbia Gas to consult on what possible rebates and grants the project may qualify for. 	For Info	-
8	Any Items or Issues not Known When Agenda was Published: <ul style="list-style-type: none"> TR stated that they are in the process of soliciting firms for the Sit Fence, but would need Site package in order to receive accurate quotes DS stated that Weston & Sampson has been developing the Floor Plan through Schematic Design with their MEP consultants DS noted that next week would be a good opportunity to review and comment on the Schematic Design Package Submittal DS noted that the floor plan will be adjusted a bit when all of the equipment is incorporated The Town will be working with the inventory firm CLA to identify any equipment worth salvaging and will put together a list of equipment needed The Town may have to purchase some equipment ahead of time in order to meet the funding period deadlines Weston & Sampson would like to start the access controls and security discussion for the DPW Facility 	For Info	-



	<u>Next Steps:</u> <ol style="list-style-type: none">1. Weston & Sampson to provide Schematic Design Package next week2. Weston & Sampson to engage their cost estimator by the week of April 13, 2020 with a reconciliation target of April 30, 20203. PMA to engage their independent cost estimator PM& C4. Town to meet with CLA to perform inventory on the DPW Facility5. Weston & Sampson to schedule a meeting with MP to discuss renewable energy/energy efficiency components	Team	
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Attached:

1. Agenda
2. Roll Call

PMA Consultants LLC assumes, to the best of our knowledge, that the above content of these Meeting Minutes depicts all that transpired during this Project meeting. All attendees are required to address by memo or via e-mail, any omissions, errors or inconsistencies in the reporting of these Meeting Minutes, to the writer, within two (2) business days of receipt of these Meeting Minutes.

Marshfield DPW Building Committee
870 Moraine Street
Marshfield, MA 02050
April 02, 2020
10:10am

AGENDA FOR REMOTE PARTICIPATION MEETING

In response to Governor Baker's declaration of a public health emergency and the related Emergency Executive Order dated March 12, 2020 as well as the Marshfield Board of Selectmen's Declaration of Emergency on March 17, 2020, the DPW Building Committee shall be meeting remotely until further notice. The audioconferencing application Microsoft Teams will be used for this purpose. An online link and telephone access number will be provided on all meeting agendas and also on the DPW Building Committee's website. This application will permit the public to access and participate in future DPW Building Committee meetings. Instructions for joining meetings in this manner will be provided on the Town's websites. We extend our thanks for your understanding and participation in this manner, which is intended to keep committee members and the public safe.

Instructions to Microsoft Teams Meeting

Click on "Join Microsoft Teams Meeting" below

[Join Microsoft Teams Meeting](#)

OR

Dial [+1 857-263-3954](#) United States, Boston (Toll)

Conference ID: 115 248 027#

AGENDA

- I. Review status of Phase I Site Grading Design Package
 - a. Plans
 - b. Specifications
- II. Review Status of Phase II DPW Facility Design
 - a. Schematic Design package for record
 - b. Design Development
- III. Review Status of Independent Cost Estimate
- IV. Temporary Facilities Discussion

- V. Discuss Contract Delivery Options for Police & DPW:
 - a. Separate construction contracts
 - b. Separate building construction contracts with one site development contract
 - c. Combined construction contact
 - d. Construction Manager @ Risk
- VI. Discuss schedule
- VII. Renewable Energy Opportunities
- VIII. Any items or issues not known when the Agenda was published, if any

NOTES TO REMOTE MEETINGS

1. All or any of the members of the public body may choose to participate in a public meeting via remote access. Meetings may be virtual, in their entirety.
2. The public will not be allowed into a Committee meeting, even where there are any members of the public body and/or town staff or official(s) physically present at the meeting location during the meeting. "Public comment" portions of meetings will be temporarily suspended.
3. However, the public will be provided with alternative access through which they can watch or listen to meetings "in real time," and meeting notices will specify the manner in which members of the public may access audio or video of the meeting as it is occurring.
4. If, despite our best efforts, our technological capabilities do not adequately support public access to virtual or remote meetings, the town will ensure that an audio or video recording, transcript, or other comprehensive record of the proceedings at the meeting is posted on the town's website as soon as possible after the meeting.
5. Notices for public hearings will contain additional information about how the public may participate via electronic/technological means.
6. For executive session meetings, public access to the meeting will be limited to the open session portion(s) of the meeting only. Public access to any audio, video, internet or web-based broadcast of the meeting will be discontinued when the public body enters executive session.
7. Where individuals have a right, or are required, to attend a public meeting or hearing, including executive session meetings, they will be provided with information about how to participate in the meeting/hearing remotely.
8. Meeting notices will still be posted at least 48 hours in advance (not counting Saturdays, Sundays, or legal holidays), unless it is an emergency meeting as defined under the Open Meeting Law (in which event, the meeting notice will be posted with as much advanced notice as is possible in the circumstances). Minutes will still be taken.

[illegible]