

North Brookfield Fire/DPW Renovation Committee
56 School Street
North Brookfield, MA 01535

Meeting Minutes
April 18, 20204

What: North Brookfield Fire/DPW Renovation Committee

When: Thursday, April 18, 2024

Where: North Brookfield Police Station, 55 School Street

Time: 4:00 pm

Present: Eric Hevy, Darin Anderson, Brian Hayes, Paul Benoit

Absent: Jason Benoit

Agenda: ***called to order 4:08PM***

Approval of Minutes:

- Meeting Minutes 3/21/24 – issued to all and reviewed by Eric.
 - ***Motion Darin***
 - ***Seconded by Paul***
 - ***Vote Unanimous***

Old Business:

- Collier (OPM) Update
 - ***Design Bidding Schedule subject to any design revision and update by Tecton***
 - ***Biddocsonline not to exceed \$2,500.00 Motion by Paul, seconded by Darin. Motion passed unanimously.***
 - ***Committee agreed that any hardcopies and shipping is to be paid for by the bidder.***
- Tecton Architects Update
 - ***Paul asked why we are using 2 buildings versus one. It was driven by cost and constructability of a larger scale project. Former Chief Holway and Jason P developed the scopes for Fire and Highway buildings. That scope was ultimately accepted and approved at Town meeting. The plans issued a few weeks ago represent that work.***
 - ***Tecton recommends agreeing to “add alternates” that can be accepted or declined after bid. Before we go to bid Tecton will make***

recommendations that could produce favorable bids. If so then you could accept the alternate(s) and add that work to the project.

- *See attached Bid and scope clarification.*
- *Sprinkler Fire Station – Comes off domestic water system with less than 7 heads. Not allowed by the local water district. Request to Board of Commissioners. Need contact info from Jamie, next meeting is May 13, 2024. If Town does the work the cost will come from the project. Any accommodation would be addressed during the addenda process.*
- *Can we wall mount condensers at Highway Building? Tecton to confirm.*
- Approval of Architect Schedule
 - *Colliers to prepare an updated schedule.*
- Grant Opportunity Update
 - *EH described 2 grants that he applied for on behalf of the Fire Station project. This grant could be awarded for up to \$2.0M dollars. There is no timing currently for a decision. Homeland Security request was \$200,000 to cover technology, phones, and other similar scopes that had been cut from the project. EH sent the info to JP for his review and possible application for the Highway Building.*

New Business: *None*

Public Comments:

- Through the Chair with 2-minute limit

Future Agenda Items:

- *Tecton to review and present Bid Alternates*
- *Committee approval to go to bid*

Determine next meeting: *5/2/2024 at 4:00PM – North Brookfield Police Station*

Motion to adjourn at 5:41 by PB, seconded by DA, and passed unanimously

TECTON SPECIFICATION QUESTIONS

April 18, 2024

General

Date for completed documents. **Documents uploaded to BDO 5/3**
Schedule for construction? See 01 10 00 page 3 – **18 mos. 3 Buildings**

Division 0

- 00 02 00 Where will bids be received? **BidDocsOnline (BDO)**
Will bid documents be available at Town Hall or only through Bid Docs Online? **(BDO)**
Pre-bid conference date, time, and location? – **Meet at Fire Station 10:00AM, May 16, 2024.**
Filed Sub bid opening date, time and location? **FSB due May 30, 2024 at 2:00PM as submitted to BDO**
General bid opening date, time and location? **GC bids due June 16, 2024 at 2:00PM as submitted to BDO**
Invitation offered By? **Town of North Brookfield** Name and title?
Acting through its Selectboard
- 00 02 10 Bids addressed to who? **Town of North Brookfield**
Bid opening location? **See BDO instructions**
RFI's addressed just to architect, or others as well?
- 00 03 10 Liquidated damage amount? **Committee agreed to \$500.00/day**
- 00 04 20 Insurance requirement explanation from OPM? **Colliers to follow up**

Division 1

- 01 50 00 Will we require field offices for owner or contractor? **GC and subs are welcome to utilize the existing facilities while under construction or provide their own offices**
Will we require a telephone land line for contractor, or just cell phone? **No**
Will we allow contractor use of utilities, electric, water, etc.? **Yes**
Where will contractors park on each site? **All parking and laydown will be on the project site and not on adjacent private or public ways**
- 01 78 39 Will we require the contractor to provide Record Specification? **No**
Do we require CD's pr just email/ftp transfer of submittals? **Electronic submission shall be through an online project management software acceptable to the Design and Owner**
- 01 79 00 Do we need Demonstration and Training on systems? **Yes for HVAC systems only**

Division 4

- 04 20 00 Need brick selection at Fire Station. **Owner furnished, contractor installed.**

Division 6

- 06 41 13 Are we getting new cabinetry, or trying to reuse stockpile? If re-using, we need an inventory. **Owner furnished, contractor installed**

Division 7

07 31 13 Do we know what kind of shingles were used on Fire Station roof? **No**

Division 8

08 36 13 Tecton needs the alternate door manufacturer for the DPW as discussed on site? **Need from Jason**
Are remote door operators required at the Fire Station? If so, how many? **Remotes are not required**

Division 10

10 28 00 Is the owner providing any toilet accessories through a vendor? **Owner
Furnished, contractor installed.**