

Minutes of the January 15, 2016 meeting of the Police Station Designer Selection Committee.

Present: Town Administrator Harry Sarkis Terkanian, Owner's Project Manager Rick Pomroy, WPD Chief Fisetta, WPD Lt. Hurley, DPW Director Mark Vincent, DPW Facilities Manager Davis Walters, Building Needs and Assessment Committee member Hugh L. Guilderson

Rick Pomroy said that he would prepare an RFQ for designer services in time for it to be posted in the central register on January 27. Responses from architects will be due in Town Hall on February 17. Members agreed to meet on February 19 to evaluate the responses and to select (ideally) three finalists to interview on February 24. This schedule would allow the Town Administrator to issue a contract for designer services by March 8.

When asked about a commissioning agent, specifically one that inspects the installation of HVAC systems to ensure that they will operate according to the specifications, Mr. Pomroy told the committee that in his view it is better to engage the agent during the design development phase of a project, that he has a standard contract for commissioning agents, and the cost of the service would be in the range of \$20,000.00.

All agreed that it is preferable to have bids in hand before asking Town Meeting to vote for such a large capital expenditure and, in order to keep the project on schedule, bids would be in hand for a special Town Meeting in the Fall of 2016.

Mr. Pomroy recommended that all invasive and/or destructive testing of building components, utilities, soil, etc. be done during the initial phase of the project.

Mr. Terkanian provided information regarding the comparative costs of phased construction, with the Police Department occupying the building during construction, providing a temporary facility for the department, and erecting a new modular building on the foundation of the old COA building.

The modular building will make it possible to reduce the time to complete the reconstruction of the Police Station, thereby reducing the cost of construction, and it will provide the Town with a new permanent building that could cost less than a temporary facility. All agreed it was worth pursuing the option for a modular building.