

Committee Members
Timothy Harris, Chairman
John Foresto, Vice Chairman
Michael Callahan, Member
Michael J Schrader, Member
Ted Kenney, Member



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TOWN OF MEDWAY COMMONWEALTH OF MASSACHUSETTS

WATER FACILITY BUILDING COMMITTEE

APPROVED 1/14/21

December 3, 2020

Pursuant to Governor Baker's March 12, 2020 Order Suspending Certain Provisions of the Open Meeting Law, and the Governor's March 15, 2020 Order imposing strict limitations on the number of people that may gather in one place, no in-person attendance of members of the public will be permitted at this meeting. Committee members will be participating remotely. For public hearings, access via Zoom is provided for the required opportunity for public participation. Information for participating via Zoom is posted at the end of this Agenda.

In attendance via Zoom:

Timothy Harris, Medway Resident & Chairman
John Foresto, Selectmen & Vice-Chairman
Ted Kenney, Medway Resident & Member
David D'Amico, DPW Director
Peter Pelletier, DPW Deputy Director
Barry Smith, Water & Sewer Superintendent
Helen Gordon, Environmental Partners
Michael Schrader, Medway Resident & Member
Jill Karakeian, DPW Program Administrator and Recording Secretary

Chairman Harris called the meeting to order @ 7:01pm and asked all attending members to state their name and position.

Approval of past Meeting Minutes

Member Schrader makes a motion to approve meeting minutes from 11/24/20 meeting, Member Kenney motions a minor change on the vote to approve RFQ change from Chairman Callahan to Member Callahan and then seconded the motion to approve the minutes. The motion carries unanimously. A roll call vote was taken due to the nature of the remote Zoom meeting.

Review/Update of release of final draft RFQ approved at 11/24/2020 meeting

Director D'Amico asked Helen Gordon to give an overview of the last meeting.

Helen Gordon explained that we walked through the schedule, the RFQ and finalized the schedule. Advertising in the Central Register on 12/9/2020. The 16th of December will be site visit. We did add another week at the end for negotiations. The contract will be finalized on March 5, 2021 with the Designer. We will still receive the qualification on 1/13/21, then the Committee will be meeting 1/23/21, when we would then come out with the Short List. Potential interviews are 2/11/21, and

selection would be the following subsequent day. We would start the negotiations and try and have the selection up and signed by March 2021. Our goal is, we are trying to submit October 2021. DEP typically asks for 80% design plan and we will make the submission and file. The only thing we did not identify was a specific start date in the qualifications.

Chairman Harris comments that our specific goal is to get it in front of the Fall Town Meeting.

Director D'Amico comments on the schedule in the RFQ and the date for the Evaluation Committee Meeting is 2/4/21, thought it was 2/11/21?

Helen Gordon confirms that the Committee Meeting on the Designer Short-list is 1/21/21, Short-list goal is 1/25/21, the actual interviews is 2/4/21, the final selection 2/5/21 and a month for negotiations, which brings us to 3/5/21.

Chairman Harris, we should probably structure our meetings around the schedule in the RFQ.

Helen Gordon mentions to remember on the funding and getting on the IUP and having submission in October, we don't have to have the funds appropriated until June 2022. You could always do it sooner, but the latest would be June 2022.

Director D'Amico states that our desire was to get on the street for pricing in the winter months to try and get some better pricing as opposed to June. I think we should shoot for November 2021 Town Meeting.

Helen Gordon agrees to shoot for the November 2021 Town Meeting, we will have a good cost estimate. The cost estimator that we have is a professional cost estimator, he is up on what's being bid at the current moment. We've been very close with enough freeboard with our projects, that we can go to Town Meeting, get it appropriated and have enough money for the project. This isn't incredibly complicated, although the we have the garage piece, which is a little different.

Chairman Harris asked if the Board could get some comps from the Cost Estimator to pass along for reference?

Helen Gordon will forward some comps from some recent projects that were ground water, green sand projects. They all won't necessarily have the garage piece, but we can give you the breadth.

Member Schrader asked if we were going with a pre-manufactured building?

Helen Gordon explains that is open for conversation, haven't finalized what the treatments going to be. There is also some new pre-engineered slab wall options as well.

Chairman Harris states that has been left open and not shy away from that. Would like to see some numbers on that as well. There are some pre-fab components that should be looked at.

Helen Gordon explains the first thing is they will look at the concept and they will come up with the basis of design report and some recommendations. We will have them look at the lagoons vs. sewer, and are we doing pre-fab or not. We aren't going right to a 60% design, that's when we have to make the decision on the approach of the type of building.

Member Schrader feels it's utilitarian, far enough off the road where we don't need something much more architectural interest than a horse barn type of building.

Director D'Amico suggests during the interview process to say our intent is to go with a pre-fab utilitarian building but if the market doesn't allow that how would you handle that.

Chairman Harris suggests looking at the comps that Helen Gordon is going to share, and see what's going in the market currently with regards to types of materials and availability.

Helen Gordon suggests maybe the garage building would be built differently and could easily be a pre-engineered building. Feels that would be a great question for the interview process.

Chairman Harris suggests after the interview we can structure the bid packages with alternates as well with various components.

Director D'Amico talks about other meetings. Looking at the last day for questions and responses is 12/29/2020, thinking we should meet sometime around that time to go through questions and understand those.

Chairman Harris suggests 12/28/2020, we can look at the questions and make sure we are all aligned on the responses.

Helen Gordon explains as we get questions, we start preparing responses right away.

Member Schrader asks if once we start to get heavier into more information – will there be some sort of file sharing capability.

Helen Gordon goes over the stages. There is the Designer selection stage, the Designer phase and the construction admin. The submittal exchange is used on the construction end. During the engineering and design phase, it is some kind of dedicated Drop Box where the information is housed and can be accessed.

Chairman Harris requests a way to house all of our correspondence and keep everyone updated at the same time.

Director D'Amico will talk to IT and ask them to set up a shared folder that accessibility.

Helen Gordon explains as we move forward, will there be a dedicated location on the Town Website for any project updates.

Director D'Amico will work with Michael Boynton, Town Manager and Sandy Johnston, Communications Director with regards to updates on the project on the Town's Website.

Chairman Harris goes over the meeting schedule. We will meet on 12/28/20 to go over questions and responses. Then on 1/21/21 is the Designer Shortlist Evaluation meeting.

Helen Gordon explains prior to the 1/21/21 meeting, I will be asking the members individually to fill out the form and forward it back. I will put it all together, then at the meeting on the 21st we will talk about that and come up with the shortlist.

Chairman Harris suggests having a meeting prior to the interviews that are scheduled 2/4/21.

Helen Gordon will be sending around questions that we want to ask at the interviews. Suggests, Thursday, January 28, 2021 prior to the interviews.

All the Board members agreed on 1/28/21 @ 7:00 pm.

Helen Gordon asks about any final comments on the rest of the RFQ. She made all the changes and edits from our last meeting. The package is ready. She will make some calls to let people know that it is hitting the streets and will be in the Central Register on 12/9/2020.

Chairman Harris mentions a recent email that went out about a possible Radio Communications Tower located at the site.

Deputy Director Pelletier had a conversation with Town Manager Boynton who had communications with the Town of Franklin who inquired about adding a Tower in that vicinity. Town Manager Boynton wanted to look into that but cost will definitely be a factor. He isn't even sure if Franklin is willing to share in the cost of the tower.

Director D'Amico mentioned it first came up as a suggestion from Franklin when we were trying to negotiate for some sewer capacity. It would be a 90' radio only tower. Town Manager Boynton also mentioned it would need a dog house as well.

Member Schrader asked about a cell tower. If you put out an RFP out for carriers to put a tower there – you get the tower for free, you get rent and someplace to get your tower.

Member Foresto explains it will be similar to the tower that's used at the Police Station.

Chairman Harris asked Helen Gordon if that was something she could take a look at from a comp standpoint.

Helen Gordon will look at that and report back to the Board.

The next meeting is scheduled for December 28, 2020 @ 7:00 pm.

Chairman Harris makes a motion to adjourn at 7:47pm Member Kenney seconds. The motion carries unanimously. A roll call vote was taken due to the nature of the remote Zoom meeting.