

UNDERWOOD POOL PROJECT
Belmont, Massachusetts

2014 AUG 25 AM 9:01

BELMONT UNDERWOOD POOL BUILDING COMMITTEE
MINUTES OF MEETING
June 19, 2014

Belmont Town Hall – Conference Room 2

Attending:

Underwood Pool Building Committee (UPBC) – Anne Paulsen, Mike Smith (Co-Chair Historic District Commission), Joel Mooney (Permanent Building Committee), Bob Phillips, David Kane (Chair Recreation Commission), Ellen Schreiber (Secretary), Kristine Armstrong (after votes)

Also in attendance – Peter Castanino (Director DPW and UPBC liaison), Gerald Boyle (Director of Facilities), Tom Scarlata (BH+A), Chris Rotti (BH+A), Deborah Marai (PCI)

Call to Order: Anne Paulsen called the meeting to order at 7:34 p.m.

Action items are highlighted.

1. Approve Minutes of Previous UPBC Meeting

- David Kane moved to approve minutes of 6/5/14 UPBC meeting. Ellen Schreiber seconded the motion, the motion carried unanimously.

2. Review of 75% CD Construction Cost Estimates

- Reconciled estimates from DG Jones and TCi were forwarded to the UPBC.
 - An issue was discovered with DGJ estimate after estimates were reconciled and information was compiled. A perennial plant is listed with a unit rate of over \$900 in error; DG Jones will revise their estimate, should lower their estimate \$50K-\$60K.
 - Comparison of 2 estimates:
 - ❖ TCi \$4,262,192
 - ❖ DG Jones \$4,267,492 minus \$50K-\$60K for issue noted above
 - ❖ Delta: approximately \$50K
 - Not in the estimates:
 - ❖ The cost of a potential added West bath House roof gable (approximately \$6,000).
 - ❖ The cost of a potential sidewalk to the entry on the pool-side of Cottage Street, should this be allowed (approximately \$40,000).
 - As expected from Schematic Design to 75% Construction Documents, there have been some increases and some decreases in terms of value and/or scope; the design/estimating contingency is carried as the project develops to account for this. A partial list of increases includes: added West Bath House square footage to accommodate revised plan (separation of men's and women's rooms); change from fiber cement siding to cedar siding; addition of perennials and shrubs; and additional of windows and louvers as a result of the new roof and elevation design.
- Design/Estimating Contingency: to manage risk, unknowns.
 - During reconciliation, decision was made to carry 3% Design/Estimating Contingency and 2% Escalation
 - ❖ To account for development still required: estimates were completed on a 75% Construction Document set.
 - ❖ Given the timing of the Conservation Commission hearing, civil drawings lagged and there was limited time for the estimators to review.
 - ❖ To account for escalation to mid-point of construction: It was agreed to carry 2% Escalation in the estimates. TCi's approach is to consider within the estimating numbers what the bids will actually come in at, which is only about 6 weeks out;

DG Jones' approach is to add escalation to the mid-point of construction to their estimate numbers.

- ❖ Timing of bid: Tom Scarlata indicated that for pool projects, this project is bidding at a good time and we are providing sufficient time for preparation of bids. Deborah Marai said that in general, July and August can be difficult for bidding – contractors are busy and potentially not focused on preparing bids.
- Clarification on design being estimated
 - Anne Paulsen asked about the sidewalks
 - ❖ Sidewalk on street side of parking lot was included to account for existing crosswalk at that location on Cottage Street (allow people to cross from the existing sidewalk at the far side of Cottage Street to the pool side), but there is redundancy with new walkway from the corner at Concord Avenue. BH+A will review and consider if this can be fully or partially deleted.
 - ❖ Adjusting the existing mid-street crosswalks at Cottage Street is fraught with issues – affecting on street parking, coordinating with neighbors and their driveways, safety concerns.
 - ❖ Sidewalk from Concord Avenue to West Bath House is shown in drawings for access, but no curb cut at Concord Avenue is included in project scope.
 - ❖ Continuation of sidewalk from playground on pool side of Cottage Street is not in the estimates and not in the Planning Board submission.
 - Tom Scarlata confirmed there is not significant value to the allowances being made for future solar.
- Project Budget & Bid Strategy
 - To align the project budget with the current estimates, the proposal put forward is to take elements out of the base scope and include this scope in the bid documents as Alternates. Alternates should be limited in number and must be taken in the order in which they are listed; to ensure the best value and avoid scope confusion, it is best if Alternates are distinct elements with minimal overlap/connection to other scope items and with limited trade involvement.
 - PCI and BH+A coordinated to provide a list of Value Management options for consideration:
 - ❖ Pool Trellis – consider including scope as an Alternate
 - ❖ Pool Slide – consider including scope as an Alternate
 - ❖ Trees at Concord Avenue – consider including scope as an Alternate
 - ❖ Trees at Parking – consider including scope as an Alternate
 - ❖ Shrubs/Perennials – consider including some or all of scope as an Alternate
 - ❖ 1x4 Slat Ceiling in West Bath House – consider including scope as an Alternate
 - ❖ Belmont Underwood Pool Identification Sign – take out of base scope, use FF&E
 - ❖ Cedar Siding – consider including fiber cement siding as base scope and cedar siding as alternate
 - Discussion:
 - ❖ Ellen Schreiber is opposed to taking out pool program elements, such as the slide, when additions were made for aesthetic elements such as the cedar siding; David Kane and Steve Sala agree.
 - ❖ Steve Sala suggested an option to perform the landscaping (specifically perennials and shrubs) outside of the construction contract.
 - UPBC made the decision to consider the following items as potential Alternates or be removed from base scope; final decision to be made at the next UPBC meeting. BH+A and PCI to proceed with verifying estimate numbers on:
 - ❖ Pool trellis
 - ❖ Percentage of perennials and shrubs

- ❖ Slat ceiling at West Bath House
- ❖ Consider if there are any savings to be had on sidewalk numbers/scope
- ❖ Take Underwood identification sign out, move to FF&E

3. Documents

- *BH+A indicated they would submit the technical specifications for review tomorrow through Hightail.*
- BH+A brought 85% Construction Document progress drawings to the meeting.
- Team reviewed revised landscape drawings since last meeting with Kyle Zick (landscape architect).

4. Community Outreach

- Conservation Commission
 - NOI has been submitted and abutters have been notified.
 - *Hearing on 6/24/14.*
- Shade Tree Committee
 - Meeting on 6/18/14 attended by Anne Paulsen, Tom Scarlata, Kyle Zick and Tree Warden. It was a positive meeting, the Committee is happy with the BUP project.
 - None of the trees proposed to be removed as part of the project are in Shade Tree Committee jurisdiction.
- Recreation Department & Department of Public Works
 - Meeting scheduled tomorrow morning to review plans, loose equipment and FF&E; BH+A and PCI to attend.
- Planning Board
 - *UPBC will meet after Conservation Commission hearing on 6/24/14 to prep for Planning Board meeting on 6/26/14.*
 - UPBC has not yet received list from Michael Battista of items the Planning Board wants addressed as a follow up to the 6/17/14 Planning Board hearing. Regardless, the following items are being addressed in preparation:
 - ❖ Parking: *Peter Castanino is putting together a plan to address parking; he will send around for review.*
 - ❖ Noise concerns: *Chris Rotti is compiling information on the decibel level of the ventilation fans. BH+A is trying to locate decibel information on the pool filter pumps. Filter building will be insulated to help contain noise produced by equipment.*
 - ❖ West bath house gable: BH+A and the UPBC continues to recommend the design as it currently is shown; however, if the Planning Board requires the project include a roof gable at the center of the west bath house, the UPBC wants to recommend what this gable will look like. UPBC reviewed gable options and agreed on the design to put forward if required.
 - ❖ Clocks: The project will include clocks as equipment that gets put up and taken down with the pool season.
 - ❖ Sidewalk at Cottage Street: Tom Scarlata was able to contact Tom Hopkins, Executive Director at the Massachusetts Architectural Access Board (AAB). Mr. Hopkins said that the proposal for the project to include a non-accessible sidewalk in the park on the pool side of Cottage Street, partially where remnants of a previous sidewalk exist, seems like a consideration. *BH+A will submit a variance to the AAB.* If a variance is granted, and there is money in the project to do so, the sidewalk may be constructed; however, due to the variance process and funding this will not be part of the bid documents.

- BH+A will draft a response to Planning Board concerns and send out for review.
Final version will be sent to the Planning Board by Monday morning.

5. Front End Bidding and Contract Documents

- Gerry Boyle sent out revisions to the front end document templates to the team for review. *Once the team has reviewed and provided final comments, he will go back to Town's Counsel for final review.*
- *Gerry will then edit the templates to include specific information about this project, and finalized for inclusion with the bid project manual.*

6. Meeting Adjourned

- Mike Smith made a motion to adjourn the meeting, Joel Mooney seconded the motion. The UPBC voted unanimously to adjourn the meeting at 9:52 p.m.

Adjourned: The meeting was adjourned at 9:52 p.m.

Next UPBC Meeting Dates:

- Tuesday, June 24, 2014
- TBD

Upcoming Milestones:

- June 24, 2014: Conservation Commission Hearing
- June 26, 2014: Follow up discussion with Planning Board
- July 1, 2014: Submit Advertisement to Central Register
- July 9, 2014: Bid Documents Available

Attachments:

- PCI: UPBC Meeting Discussion Point

Respectfully Submitted, Deborah Marai, Pinck & Co. Inc.