

UNDERWOOD POOL PROJECT  
Belmont, Massachusetts

2014 NOV -4 AM 9:30

BELMONT UNDERWOOD POOL BUILDING COMMITTEE

**MINUTES OF MEETING**

August 14, 2014

Belmont Town Hall – Conference Room 2

Attending:

**Underwood Pool Building Committee (UPBC)** – Anne Paulsen (Chair), Bob Phillips, Adam Dash (Vice Chair and Warrant Committee member), Ellen Schreiber (Secretary), Stephen Sala (Treasurer and Permanent Building Committee member)

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

**Call to Order:** Anne Paulsen called the meeting to order at 7:35 p.m.

**Action items are highlighted.**

**1. Approve Minutes of Previous UPBC Meeting**

- Bob Phillips moved to approve minutes of 6/17/14 joint Planning Board/UPBC meeting. Adam Dash seconded the motion, the motion carried unanimously.
- Bob Phillips moved to approve minutes of 6/19/14 UPBC meeting. Steve Sala seconded the motion, the motion carried unanimously. (Adam Dash abstained.)
- Ellen Schreiber moved to approve minutes of 6/24/14 UPBC meeting. Bob Phillips seconded the motion, the motion carried unanimously. (Adam Dash abstained.)
- Ellen Schreiber moved to approve minutes of 6/24/14 joint Conservation Commission/UPBC meeting. Bob Phillips seconded the motion, the motion carried unanimously. (Adam Dash abstained.)
- Ellen Schreiber moved to approve minutes of 6/26/14 joint Planning Board/UPBC meeting. Bob Phillips seconded the motion, the motion carried unanimously. (Adam Dash abstained.)

**2. Invoices**

- PCI sent out BH+A and PCI invoices today for review; **UPBC will review and vote to approve these at the next meeting.**

**3. Results of Public Bid Process, Status of Alternates & Next Steps**

- Bid Results:
  - Trade contract bids for Roofing, Painting, HVAC, Electrical and Plumbing were received on July 31, 2014.
  - General Contractor bids were received and were opened on August 14, 2014; there were 4 bids received. The low bid of \$3,848,000 from Seaver Construction is within the established construction budget; the 3 remaining bids are above the established construction budget. The next lowest bid from NEB is \$4,550,000, \$700K higher than Seaver Construction's bid. The third lowest bid from GVW is \$4,589,100. The highest bid from West Construction appears to be an outlier at \$5,871,600, more than \$2M higher than the low bid. The bids for alternates 1-4 does not change the order of bids.
  - It appears Seaver Construction is finishing a number of projects now, so timing for this project will be good. **PCI will check Seaver's references.**
- Difference in Bids
  - The total of all low trade contractor bids is within 3% of the estimates/budgets.
  - Other subcontracts are not publicly bid trades, so the numbers carried in the General Contractor bids other than the trade contractors are not known.

- Different team members received emails from South Shore Gunitite questioning the ability of Weston & Sampson to meet the requirements outlined in this project's specifications (e.g., having worked on 5 municipal pools of similar construction). These are not requirements of the bid process, but instead would be submitted by the General Contractor during the submittal process. Tom Scarlata noted that Weston & Sampson have met the same qualifications laid out in the Belmont Underwood Pool specifications for projects BH+A has worked on in the past.
- Low Bidder Concern
  - Given the \$700K difference between the two low bidders, **PCI is contacting Seaver Construction to determine if they intend to stay with their bid**; public construction regulation allows a bidder to retract their bid if they made a gross mathematical error.
  - If Seaver withdraws, the next lowest base bid of NEB is \$388K over budget.
  - Tom Scarlata noted that Seaver's bid aligns with the 2 independent estimators' numbers, where the team thinks the cost of construction should be. PCI will make this clear to Seaver.
  - Seaver has 5 days to make a decision. PCI will let everyone know once they hear.
  - If Seaver withdraws, the UPBC needs to coordinate next steps with David Kale.
- Options if Seaver Retracts their Bid
  - Find additional funding source(s).
  - Redesign and rebid.
    - ❖ The project cannot rebid with same documents (risk bid protest).
    - ❖ The savings from redesign needs to take into account additional fees incurred by the designer and OPM. **Anne Paulsen asked BH+A to quantify the cost to redesign and rebid**.
    - ❖ A pool season would most likely be lost.
    - ❖ Tom Scarlata indicated changes would be along the lines of one pool vs. two, smaller pool, less bath house programming requirement. Ellen Schreiber indicated it might not be worth building a smaller pool.
  - **Peter Castanino will post an UPBC meeting for next week 7:30 p.m. on 8/21/14.** Anne Paulsen noted she will be on vacation starting 8/19/14 for 2 weeks.

#### 4. Community & Stakeholder Outreach

- Planning board
  - Peter Castanino received word from Jeffrey Wheeler that the UPBC does not need to hire an independent consultant to measure the noise levels at the pool. **Peter will talk with the Police Chief to make sure one of policemen is qualified to take the readings, and will have the readings taken before pool closes.**
  - **UPBC will go back to the Planning Board with the final landscape plan.**
  - **BH+A to put together an AAB variance** for a potential continuous sidewalk from School Street down the west side of Cottage Street.
- Conservation Commission
  - **BH+A to record Conservation Commission as required.**
  - Regarding Conservation Commission requirements, Tom Scarlata indicated that the Order of Conditions would not have been issued if these things were not set.
  - SWWWP will be submitted once Contractor is on board.
- Existing condition survey
  - **PCI will put a proposal together for an existing conditions survey** once the direction of getting a Contractor on board is known.
- Gerry Boyle noted that his office has money to do study of security in Town, he is working with public safety to come up with security policies. The 2 Chiefs understand the

pool project does not have the funding but expressed concern that there are no cameras on site.

- Anne Paulsen noted that the UPBC will resume the conversation about the clerk of works once the project moves forward.

**5. FF&E**

- FF&E will be revisited once project moves forward.

**6. Schedule & Permitting Timeline**

- Once are able to move forward –
  - OPM perform reference checks
  - OPM make recommendation to award
  - UPBC send out Notice of Award
  - Request insurance and bonds
  - Gerry Boyle will fill in specific information in the Contract; Contractor signs; UPBC and Town Accountant sign

**Meeting Adjourned**

- Adam Dash made a motion to adjourn the meeting, Bob Phillips seconded the motion. The UPBC voted unanimously to adjourn the meeting at 8:52 p.m.

**Adjourned:** The meeting was adjourned at 8:52 p.m.

**Next UPBC Meeting Dates:**

- Week of July 7, 2014: TBD

**Upcoming Milestones:**

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**Attachments:**

- PCI: UPBC Meeting Discussion Point
- PCI: Schedule
- PCI: Permitting matrix
- General Contractor Bid Tabs

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