



Woburn Fire Station Project

Project minutes of the 11/12/18 meeting at City Hall
Minutes prepared by Pat Saitta

Attendees:

- Yes – Scott Galvin - Mayor
- Yes – Stephen Adgate - Fire Chief
- Yes – Orazio DeLuca - Purchasing Agent
- Yes – Donald Kenton – Deputy Fire Chief

- **Project scope -**
 - 9/28/18 - Reviewed status of Municipal Resources report dated Feb 2013 to commence the effort to narrow down options prior to soliciting Architectural services. Preliminary consensus is that engine 3 Station is not viable for use in the overall facilities solution and that an additional site(s) may be necessary. Reduction in the number of stations noted in the report (5 to 3 or 4) as recommended is a solution being considered. Possible site location will be investigated and discussed at the next meeting.
 - 10/16/18 – Discussed the scope of work; FD will update of the scope of work that was included in the Municipal Resources report dated Feb 2013 for review at our next meeting. City will review and update possible sites for the new facilities.
 - 10/30/18 – reviewed Fire Department’s list of Central Headquarters’ desirable options and article “design trends for career fire stations” for consideration and as supplemental information to be included in the Architect’s RFS. Also review a partial plan of the City and discussed possible City owned parcels for consideration as new station locations. Information may be included in the Architect’s RFS.
 - 11/12/18 - additional discussion on the scope and logistics of the project involved station locations and “response time” requirements, Fire Department draft memo of requirements and general project information.**

- **Project schedule**

9/28/18 – preliminary milestones

- Prepare RFQ and advertise for Architectural services - now to mid-November 2018
- Receive & review architectural proposals and engage Architectural firm - early January 2019
- Feasibility study phase - January 2019 - June 2019
- Schematic design phase - June 2019 - September 2019
- Funding authorization - Fall 2019
- Final design of new station and receipt of bids Nov 2019 - May 2020
- New construction June 2020 - August 2021
- Existing station renovation – final design and construction - to be phased in conjunction with new construction

10/30/18 – No Change

11/12/18 - updated milestones

- **Prepare RFQ and advertise for Architectural services - in process - 12/5/18**
- **Receive & review architectural proposals and engage Architectural firm - 1/4/19 – 2/1/19**
- **Feasibility study phase - February 2019 - June 2019**
- **Schematic design phase - June 2019 - October 2019**
- **Funding authorization - Fall 2019**
- **Final design of new station(s) and receipt of construction bids Nov 2019 - May 2020**
- **New construction June 2020 - August 2021**
- **Existing station renovation – final design and construction - to be phased in conjunction with new construction**

- **Architect RFS**

9/28/18 - MBC will collaborate with Orazio on the preparation of an Architect's Request for Qualifications. The OPM RFQ and project scope identified in the "Municipal Resources" report will provide a guideline along with other considerations developed during the RFQ preparation period.

10/16/18 – while the City continues to refine the scope of work and investigates available sites, Orazio and Pat will meet to continue to prepare the body of the Architectural RFS. Draft will be reviewed at the next meeting.

10/30/18 Orazio presented an updated draft of the Architect's RFS he developed with the combined input of the meeting attendees. The RFS will continued to be refined by Orazio, assistance by MBC and completed by our next meeting on 11/13 for advancement to the Building Committee and City Council for approval.

11/12/18 – Orazio presented the latest updated draft RFS prepared in a collaborative effort with MBC. Final RFS will be available at the next meeting for approval and authorization to advertise for proposals. Tentative proposal schedule;

- Ad to Central register 11/29/18
- Ad in Central Register and local publication - 12/5/18
- Receive proposals - 1/4/19
- Review, rank proposals, conduct interviews and award contract 1/7/19 – 2/6/19

- Project Budget

9/28/18 – To be developed during the Feasibility and Schematic design phases.

10/30/18 - No Change

11/12/18 – No Change

- Project Funding

9/28/18 - As noted in the schedule information above, the target date to obtain project funding is the fall of 2019.

10/30/18 – No Change

11/12/18 – No Change

- City project representation – i.e. Building committee composition

9/28/18 - The City will designate a formal Building Committee to assist in the decision making process during the course of the project.

10/30/18 - No Change

11/12/18 The next meeting will be with the Mayor's recently assembled Building Committee to be held in the Engineers Conference room on Wednesday 11/28 @10:00 AM.

- **MBC contract - adjustments to timeframes and personnel**

9/28/18 – as previously noted, MBC’s contract for feasibility/schematic design phases was executed in November 2014 and some things have changed. The fee structure and timeframes have not. Mr. Adam is no longer with Municipal and Mr Saitta will perform the services he was to provide.

10/16/18 – MBC will forward information on the adjustments to the OPM/City agreement regarding the schedule and personnel. No change in Cost for the current Schematic design phase scope of services

10/30/18 – MBC forwarded information on 10/18/18 regarding the schedule and personnel changes for the preparation of an appropriate Amendment to address the 4 year schedule change; from the signing of the contract to the notice to proceed. The City will advise on the necessary Document to acknowledge the change in timing though the pricing remains unchanged.

11/12/18 – The City prepared and forwarded for execution an Amendment to MBC’s contract adjusting for the schedule delay and personal changes. MBC has signed and returned the Amendment for signature by City officials.
- **Next meeting**

11/12/18 – the next meeting is scheduled for Wednesday, **November 28, 2018 @ 10:00** in the Engineers Conference room.