

Town of Newbury
Building Project Construction Committee Friday April 26, 2019
7:00A.M., at Town Hall

Please find the attached pdf of documents to be distributed at Friday's construction committee meeting. The following documents have been attached.

1. Public notice of meeting 4-26-19;
2. Agenda;
3. April 19, 2019 meeting summary draft pending committee review/approval;
4. ATM update 4-23-19;
5. Approved TCS Quote & letter of engagement (com tower);
6. CTX invoice dated 4-8-19 & letter of recommendation for payment, Vertex;
7. Updated schedule of probable costs 4-26-19;
8. Project schedule (no change);
9. Communications;

Respectfully submitted,

Bob Connors



**PUBLIC NOTICE POSTING REQUEST
TO OFFICE OF TOWN CLERK**

Email: townclerk@townofnewbury.org

Fax: 978-572-1228

BOARD/COMMITTEE/ORGANIZATION:

POLICE STATION BUILDING PROJECT
CONSTRUCTION COMMITTEE

☒ MEETING

☐ PUBLIC HEARING

DAY of WEEK/DATE: **FRIDAY-April 26, 2019**

TIME (AM/PM): **7:00 A.M.**

ADDRESS:

☒ Newbury Municipal Offices, 12 Kent Way, Byfield, MA 01922

ROOM:

☒ 2nd Floor Hearing Room

PURPOSE:

GENERAL BUSINESS

SUBMITTED BY:

ROBERT CONNORS,
chairman.

All meeting notices must be filed and time stamped in the Town Clerk's office and posted on the municipal bulletin board 48 hours prior to the meeting in accordance with MGL Ch. 30A, § 18-25.

This may not include Saturdays, Sundays or legal holidays.

Newbury Municipal Offices are open Mon., Wed., Thurs. 8-4 and Tuesday from 8-7, closed Fridays.

Faxed or Emailed postings must reach the Clerk's office during business hours 48 hours prior to the meeting.

MEETING NOTICES WILL ALSO BE POSTED ON THE TOWN WEBSITE (www.townofnewbury.org)

Agenda:

Call to order

- 1) Review of April 19, 2019 meeting summary;
- 2) Context Architects (Jeff Shaw) update;
- 3) Update of project schedule, all phases;
- 4) Review estimate of probable costs;
- 5) Update-local permitting-approvals;
- 6) Communications;
- 7) Citizen's concerns;
- 8) Next meeting date;

Adjourn

Note: The matters listed above are those reasonably anticipated by the Chair to be discussed at the meeting. This Agenda may be updated or revised after initial posting. Not all items listed may in fact be discussed, and other items not listed may be brought up for discussion to the extent permitted by law.



**Town of Newbury
Building Project Construction Committee
Friday, April 26, 2019 7:00A.M., at
Town Hall
AGENDA**

- 1) Review of April 19, 2019 meeting summary;
- 2) Context Architects (Jeff Shaw) update;
- 3) Update of project schedule, all phases;
- 4) Review site plan;
- 5) Review estimate of probable costs;
- 6) Update-Seabrook grants, TCS communications;
- 7) Communications
- 8) Citizen's concerns;
- 9) Next meeting date;

Adjourn

Note: "These listings of matters are those reasonably anticipated by the chair which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law"

**Town of Newbury
Building Project Construction Committee
Police Station/Town Hall Project**

MINUTES

DATE: April 19, 2019

Approved: _____

Building Committee Members Present:

Bob Connors	Chair
Eric Svahn	Vice-Chair
John Kellar	Secretary

Building Committee Members Not Present:

Others Present:

Michael Reilly	Police Chief, Town of Newbury
Kevin Heffernan	Owner's Project Manager Vertex (VTX)

Others Not Present"

Jeff Shaw	Principal, Context Architecture (CTX)
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The meeting was opened at 7:04 a.m.

1. March 29, 2019 Meeting Minutes

Meeting minutes from the March 29, 2019 meeting were reviewed. A motion to approve was made by J. Kellar, seconded by E. Svahn and approved, 3-0, by the committee. Signed by B Connors, Chairman. J. Kellar to deliver original to TON.

2. Invoices

Committee reviewed Context and Vertex current invoices. Committee agreed to hold until next meeting on April 26, 2019.

K. Heffernan will look into the breakout costs for Vertex and Context for the value of the Town Hall portion of their contract and report back at the next meeting.

3. Meeting Minutes from March 29, 2019

Reviewed items from Context, *no report this week*



MEETING NOTES

PROJECT: Newbury Police
MEETING DATE: April 19, 2019
MEETING NO: Meeting 05
LOCATION: Town Hall, Newbury, MA
SUBJECT: Building Committee Meeting – Design update meeting
ISSUED BY: Kevin Heffernan – VERTEX

NAME	ABBREVIATION	AFFILIATION	STATUS
Jeff Shaw	JS	Context	Absent
Zeljko Toncic	ZT	Context	Absent
Mike Reilly	MR	Newbury Police Chief	Present
Bob Connors	BC	Committee Member - Chair	Present
Eric Svahn	ES	Committee Member – Vice-Chair	Present
John Kellar	JK	Committee Member - Secretary	Present
Kevin Heffernan	KH	The Vertex Companies, Inc	Present

ITEM NO.	DISCUSSION	ACTION BY:
2019-1-5	BC - MEETING CALLED TO ORDER AT 7:02AM	

2019-2-5	APPROVAL OF MEETING NOTES/INVOICES/SUMMARY – JK MADE A MOTION TO APPROVE MEETING NOTES FROM MARCH 29, 2019 MEETING, ES 2 ND THE MOTION AND APPROVED 3-0. ES MADE MOTION TO APPROVE VERTEX INVOICES, JK 2 ND THE MOTION, VOTE 3-0 BC ASKED TO HOLD CONTEXT INVOICE UNTIL VERTEX HAD DISCUSSION WITH JS ON REDUCTION OF SERVICES SINCE WE ARE ONLY DOING 1 STAND-ALONE BUILDING AND NOT A TOWN HALL.	
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2019-3-5 **Police Station Design Update**

- SD design complete and will be presented to BOS and Town Meeting.
- BC would like to begin discussion on possible Value Engineering and Alternates for the Police Station se we have options if the bids are high. Currently there are possibly 7 alternates to look at, Siding, Curbing, Type of Windows, Exterior Painting, Elevator and a 3rd stop, Flag Pole and site signage, Landscaping.

Site Plan

- No new update presented. SD is done.

2019-4-5 **Budget**

- Project construction budget is \$6.5 million.
- TW presented a proposal for the committee to do the tower design and was approved at \$3,800.

2019-5-5 **Estimate**

Context

- BC included 2 recent police station projects from Merrimack PD and Provincetown. Square footage cost appears to be on the rise.

2019-6-5 **Schedule**

Context

- Context provided a project schedule with no additional information. Dates for SD, DD and CD are the same and Town meeting is 4/23/19. Bids are due in late august for File Sub Bids and Early September for General Contractors.

2019-7-5 **New Business –**

Newbury

Vertex

- ES made a motion to approve BC response to Jim Moran 4/9/19 email, second by JK and approved 3-0. Communication included thoughts on a basement, where the concern was added cost and water. 2nd concern from Mr. Moran is the budget and how it appears to be broken. BC pointed out that the SD estimate is complete and after careful review the committee has made the correct changes to make sure the project was in line with the original cost used at previous town meeting.
- BC presented to the BOS on 3/9/19 and the presentation was included on the packet.
- BC would like to see if we can request a waiver of fees for permits and application. Need formal request and approval from the BOS
- BC asked ES and JK to formulate alternates with cost savings for next Friday's meeting using A.M. Fogerty estimate.
- JK asked Vertex, when we can expect Commissioning agent and Owner owned testing quotes to be provided. KH responded that these quotes will be requested when DD is near completion and a tighter scope is provided by Context.
- BC discussed the option of using a CM@R for this project. Discussion was held and committee decided to not explore this option due to additional money and schedule dates.
- MR to ask NEMA and FEMA to be at the next Committee meeting on April 26, 2019.

Open Mic

- Public input was a discussion schedule, shingles and siding

2019-8-5 **Site work**

- No new information to report

2019-9-5 Meeting adjourned – BC entertained a motion to adjourn the meeting from ES and 2nd by JK, vote was 3-0 at 8:52am.

NEXT MEETING: *The next Newbury Police and Town Hall Building Committee Meeting is scheduled for **April 26** at 7am.*

ATTACHMENTS:

The above represents the author's recollection of the issues discussed and agreements made. Please notify the author of any errors or omissions within 1 week of issuance, otherwise this record shall stand as an accurate representation of the meeting.

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NEXT MEETING: April 26, 2019, 7:00 AM

Respectfully submitted,

John W. Kellar, III
Building Project Construction Committee Secretary/Clerk

MEETING NOTES

PROJECT: Newbury Police
MEETING DATE: April 19, 2019
MEETING NO: Meeting 05
LOCATION: Town Hall, Newbury, MA
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ISSUED BY: Kevin Heffernan – VERTEX

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BOARD/COMMITTEE/ORGANIZATION:

POLICE STATION BUILDING PROJECT
CONSTRUCTION COMMITTEE

☒ MEETING

☐ PUBLIC HEARING

DAY of WEEK/DATE: **TUESDAY-April 23, 2019**

TIME (AM/PM): **7:00 P.M.**

ADDRESS:

☒ Newbury Elementary School, 63 Hanover Street

ROOM:

☒ Gymnasium

PURPOSE:

ATM presentation

SUBMITTED BY:

ROBERT CONNORS,
chairman.

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Agenda:

Call to order

- 1) ATM update on police station construction project;

Adjourn

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**Town of Newbury
Building Project Construction Committee**

LETTER FROM POLICE STATION CONSTRUCTION COMMITTEE

April 23, 2019

Chairman JR Colby;
Members of the Board of Selectmen

Dear Members:

On behalf of the Police Station Construction Committee, I am submitting herewith an update regarding schedule, revised estimate of probable costs, proposed building location and sample exterior renderings.

Currently the committee's "estimate of probable cost" based on available information as follows;

Construction costs based on \$550.00 per square foot;	\$5,170,000
Project Costs (Designer, OPM & testing costs);	973,500
FF&E, Security, Card Access, com tower & AV;	<u>759,000</u>
Subtotal:	\$6,902,000
 Project contingency	 662,000
 Estimate of Probable cost total;	 \$7,564,000

The project is currently working through the design development phase. At the conclusion of this phase, project architect (Context) will provide an updated and detailed project estimate at which time the above mentioned estimated costs will be revised. The committee is working on a schedule of "alternate bid items" which may be added to or subtracted from the quoted price if alternate methods and materials are chosen.

Project Schedule:

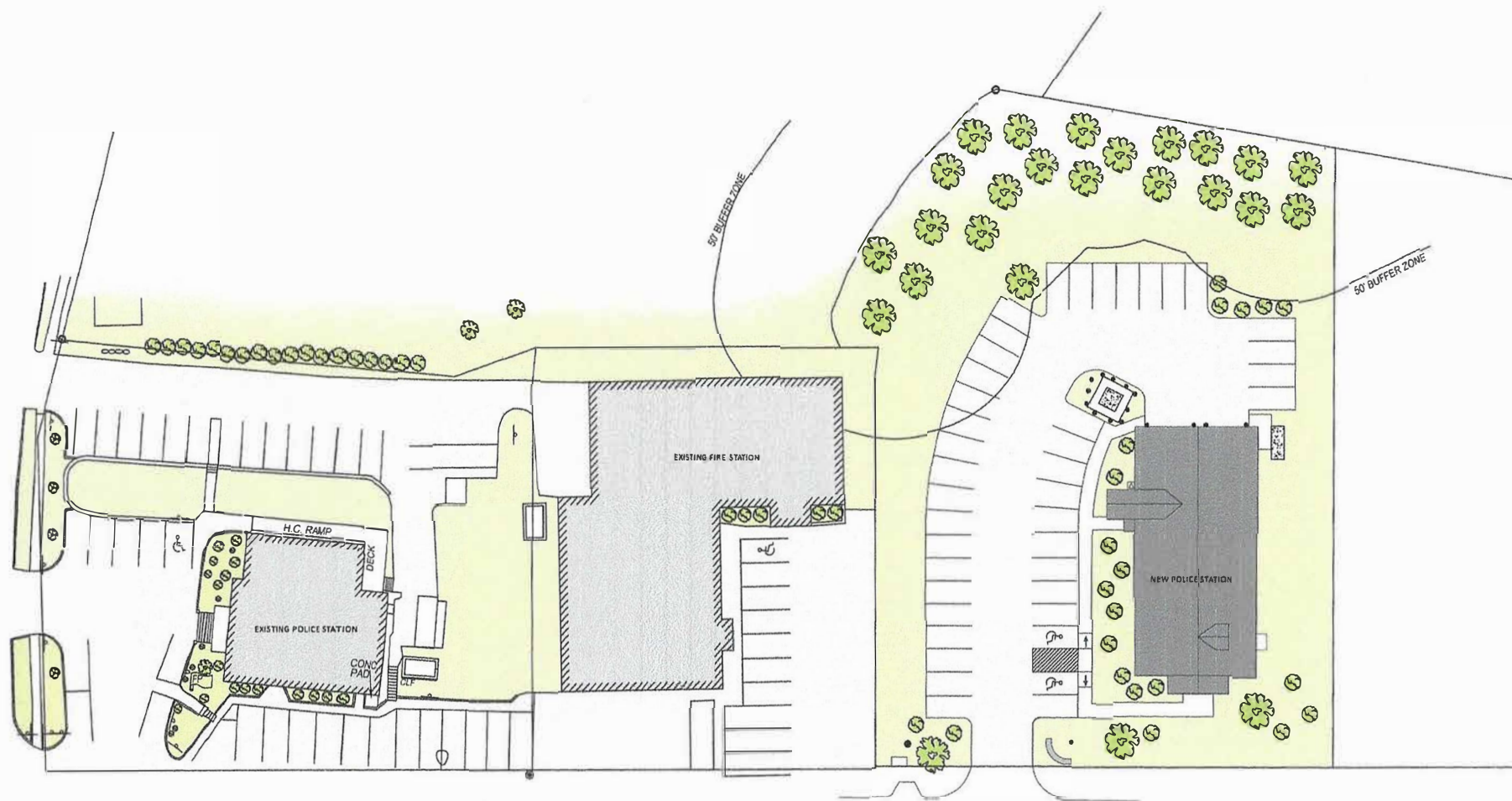
- August 2019 date for release of drawings for construction Bids;
- September 2019 is the target date for awarding contract and "Notice to Proceed".

Respectfully submitted,

ROBERT CONNORS, CHAIR;
ERIC SVAHN, VICE CHAIR;
JOHN KELLAR, SECRETARY /CLERK
CHIEF MICHAEL REILLY

Newbury Police HQ
cost components 4-16-19

	A	B	C	D	E	F	G	H	I
		Budget	contract	change order	Net change	Previous payment	Current payment	Balance to finish	Forecast to Complete
1	Estimate of Probable costs								
2	Construction costs (9,400SF)	\$ 5,170,000							
3	Communication tower	\$ 100,000							
4	Escalation								
5	Bid Contingency								
6									
7	SOFT COSTS								
8	Design & Engineering								
9	Architectural and Engineering fees	\$ 620,000							
10	Allowance for extra services and Owner changes	\$ 28,000							
11	Reimbursable expenses	\$ 7,500							
12	Furnishing Design fee	\$ -							
13	Tel/Data & Security Consultant	\$ 20,000							
14	Communications Tower Design	\$ 40,000							
15									
16	Professional Services								
17	Owners Project Manager & Clerk of the Works	\$ 233,000							
18	Geotechnical Engineering & Borings	\$ 25,000							
19	MEP Commissioning	\$ 30,000							
20	Construction Testing	\$ 30,000							
21									
22	Fixtures, Furnishings & Equipment								
23	Furnishings & Equipment (incl HD storage)	\$ 155,000							
24	Allowance for Computer Equip. & Network	\$ 250,000							
25	Allowance for Dispatch Equipment	\$ -							
26	Allowance for Telephone System & Equip.	\$ 50,000							
27	Allowance for Security & CCTV System	\$ 144,000							
28									
29	Project Related Expenses								
30	Topographic and Utility Survey	\$ -							
31	Printing bid sets & advertising	\$ 5,000							
32	Moving Expenses	\$ 40,000							
33	Utility Fees & Backcharges	\$ 100,000							
34	Temp Housing, Utilities & Apparatus Garage	\$ -							
35									
36	Project Contingency (10%)	\$ 517,000							
37									
38	PROJECT TOTAL	\$ 7,564,500				\$ -	\$ -	\$ -	\$ -







context
ARCHITECTURE

NEWBURY POLICE STATION
April 4, 2019

PERSPECTIVE RENDERING OPTION 2
Shingles on top with flair (natural weathered grey)
Clapboard below
Panel Base (off white)



context
ARCHITECTURE

NEWBURY POLICE STATION
April 4, 2019

PERSPECTIVE RENDERING OPTION 3
Clapboard on top with flair (light grey)
Clapboard below
Panel Base (off white)
Front door with awning, window above
with curved transom

APPROVED 4-19-19.
3-0 Vote.



85 Lafayette Road
P.O. Box 5192
Salisbury, MA 01952
978.465.7932
tcscommunications.com

Quote

Quote #: 00044803

Bill To: Newbury Police
25 High Road
Newbury, MA 01951

Ship To: Newbury Police
25 High Road
Newbury, MA 01951

SALESPERSON		YOUR NO.	SHIP VIA	COL	PPD	SHIP DATE	TERMS		DATE	PG.
Todd Williams							Net 30		4/17/2019	1
QTY	ITEM NO	DESCRIPTION				PRICE	UNIT	EXTENDED	TX	
1	.Labor +ln	Radio Communications Consulting/Engineering Services Radio Tower and Antenna Design/Engineering Dispatch Communications Console Design/Engineering Technology Integration Consulting				\$3,800.00		\$3,800.00		
						SALE AMT.		\$3,800.00		
						FREIGHT		\$0.00		
						SALES TAX		\$0.00		
						TOTAL AMT.		\$3,800.00		
						PAID TODAY		\$0.00		
						BALANCE DUE		\$3,800.00		

Past Due balances are subject to interest fees at 1.5% per month. After 45 days of non-payment, account will be placed on credit hold until total balance is received. Overdue accounts require credit check to re-apply for NET 30 terms or credit card pre-payments will be required for any additional orders.



April 18, 2019

Letter of Engagement

We appreciate the opportunity to provide technical consulting/engineering services to the Town of Newbury. This document is intended to present our services and covers matters that will establish our working relationship. Specifically, this Letter of Engagement describes the terms upon which TCS Communications Corporation will provide professional services to the Town of Newbury. At your direction, we will provide the required consulting and/or engineering services in order to support your project with respect to such matters as you may assign to us on an ad-hoc basis.

1. Professional Undertaking: Our goal is to provide you with quality cost effective consulting services. Using our professional judgment, we will endeavor to assign work on your behalf to those consultants, engineers and/or developers that we determine are appropriate under the circumstances.
2. Fees: Fees for our services are computed at our standard hourly rates, plus expenses, and are based on the time our service requires. Our current fees range from \$125 to \$175 per hour. Fees quoted are often based on a composite of the rates of those individuals assigned to the engagement. As with all professional services, actual fees may vary slightly. If fees are less than estimated, the Client will be billed only for those services rendered.
3. Other Fee Arrangements: On occasion, and by specific separate agreement, a fee schedule other than an hourly fee, such as a fixed fee for a specifically defined project may be utilized. In such a case, the fee and payment schedule will be set forth in a separate proposal or addendum, but all other terms of this Standard Engagement Letter will apply.
4. Costs: In the course of rendering services to your organization, it may be necessary for us to incur additional expenses. The actual expenses may vary depending on the type of services that we provide. Certain expenses may include an adjustment to cover said expenses in providing the billed service or product. However, expenses paid entirely to third parties will be billed to you at our "out-of-pocket" cost.
5. Invoices: Generally, our invoices are prepared and mailed as services or expenses are incurred. Our invoices are payable upon receipt, and are overdue if not paid by the Due Date set forth on the invoices. Typically Net 30 in most cases.

PO Box 5192 - 85 Lafayette Road - Salisbury, MA 01952

P: (978) 465-7932 | F: (978) 462-8980 | www.tcscom.com | E-Mail: todd.williams@tcscommunications.com

6. Late Payments: If you fail to pay our invoices in full on or before the Due Date set forth on the invoices, we reserve the right to assess a monthly service charge equal to 1.5% of all fees and expenses which are past due. This monthly service charge will be billed to you at the end of each month in which a late payment occurs. In no event will the service charge be greater than permitted by any applicable law. We also reserve the right to apply funds held as retainer against any past due amounts.
7. Legal & Tax Advice: You expressly understand and agree that TCS Communications Corp. is not qualified to render any legal advice or to prepare any legal documents and that this Letter of Engagement does not provide for such services.
8. Insurance Requirements: TCS Communications, at its own cost and expense, shall procure and maintain, for the duration of this Agreement, commercial general liability insurance (said insurance shall have a limit for each occurrence of at least One Million Dollars (\$1,000,000) naming the Town of Newbury as additional insureds. Prior to commencement of the Services, TCS Communications shall deliver to Client a Certificate of Insurance evidencing compliance. The certificate shall stipulate that advance written notice of cancellation of the required policy shall be given to the Town of Newbury.
9. Termination: The Town of Newbury may withdraw from this engagement at any time, without cause, should you desire to do so. We require notification in writing of your decision to withdraw. We also reserve the right to withdraw from this engagement at any time, should we feel that the mutual objectives of this engagement cannot be reached, or if we feel that we cannot properly serve your request for support. Should either party withdraw from this engagement, all fees and expenses incurred to date will be billed.
10. Special Arrangements: Special arrangements, if any, governing the basis on which we will provide and bill professional services to you and varying from or expanding upon the general arrangements set forth in this Standard Engagement Letter would be detailed in a separate proposal, agreement, or addendum.
11. Indemnification: TCS Communications Corporation shall be indemnified by the Town of Newbury, to the fullest extent permitted by applicable law, against any losses, damages, liabilities, claims, actions, judgments, costs and expenses (including without limitation, attorneys fees and expenses) that may be incurred in the course of, or in connection with, the performance of this agreement.
12. Confidentiality: We treat all aspects of our client relationships as confidential, and will gladly provide or sign appropriate non-disclosure agreements if requested.
13. Other Matters: Unless otherwise agreed upon, the terms and conditions of this letter will apply to all matters for which TCS Communications is engaged on behalf of the Town of Newbury.

ACCEPTANCE OF TERMS

Please acknowledge receipt of this Letter, and your agreement with the terms and conditions by signing below. Note that this Letter does not obligate you in any way to contract with us for services, instead it simply defines the terms and conditions in the event you choose to engage with us at some point in time.

Client Name: Town of Newbury, MA (c/o) Police Department

Billing Address: 12 Kent Way

Byfield, MA -1922

By:

Print Name: Robert D Connors,

Signature: 

Title: as chair; as approved and authorized by a vote of the committee on 4-19-19

Dated: 4-19-19

PO Box 5192 - 85 Lafayette Road - Salisbury, MA 01952

P: (978) 465-7932 | F: (978) 462-8980 | www.tsc.com | E-Mail: todd.williams@tsccommunications.com

context

Town of Newbury
Tracy Blais
Town Administrator/Procurement Officer
12 Kent Way, Suite 200
Newbury, MA 01922

Invoice number 00011
Date 04/08/2019
Project 1714.00 NEWBURY POLICE STATION

Professional Services: March 1, 2019 to March 31, 2019

Architectural Services Provided: Complete Schematic Design and begin Design Development.

Description	Fee	Percent Complete	Prior Billed	Earned	Current Billed
Kick off meeting/Goals/Space Needs	15,000.00	100.00	15,000.00	15,000.00	0.00
Site Review/SDesign/Probable Cost & Public Meeting	50,000.00	100.00	50,000.00	50,000.00	0.00
Design Development	96,000.00	30.00	0.00	28,800.00	28,800.00
Regulatory Approvals	40,000.00	0.00	0.00	0.00	0.00
Construction Documents	154,000.00	0.00	0.00	0.00	0.00
Bidding	10,000.00	0.00	0.00	0.00	0.00
Construction Administration	186,000.00	0.00	0.00	0.00	0.00
Amendment 1: Fire Station Space Needs Study	18,000.00	100.00	18,000.00	18,000.00	0.00
Amendment 2: Revise Space Needs Prog. & Budget	3,000.00	100.00	3,000.00	3,000.00	0.00
Amendment 2: Concept Design Drawings	5,000.00	100.00	5,000.00	5,000.00	0.00
Amendment 3: Combined Town Hall & Police Facility	5,000.00	100.00	5,000.00	5,000.00	0.00
Amendment 4: Schematic Design 2	38,000.00	100.00	34,200.00	38,000.00	3,800.00
Total	620,000.00	26.26	130,200.00	162,800.00	32,600.00

Invoice total **32,600.00**

VERTEX®

Vertex Environmental Services, Inc.
Vertex Environmental Insurance Services, Inc.
Vertex Construction Services, Inc.
Vertex International Services
Vertex Air Quality Services, LLC
Vertex Ingenieros Consultores, S. de R.L. de C.V.

Corporate Headquarters
400 Libbey Parkway
Weymouth, MA 02189
www.vertexeng.com
p: 781.952.6000
f: 781.335.3543

April 18, 2019

Mr. Robert Connors – Town of Newbury – Building Committee Chairman
12 Kent Way
Byfield, MA 01922

RE: Town of Newbury – Police Station – Context Architecture Invoice 00011 Dated April 8, 2019;

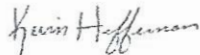
Dear Mr. Connors:

Please find attached Context's Invoice 00011 dated April 8, 2019 in the amount of \$32,600.00.

Vertex has reviewed the Invoice 00010 and recommends payment in the amount of \$32,600.00

Should you have any questions regarding this information, please do not hesitate to contact us.

Very truly yours,
The Vertex Companies, Inc.



Kevin J. Heffernan
Owners Project Manager for the Town of Newbury

Total Contract Phase 1 & 2	\$	551,000.00
Fire Station Study	\$	18,000.00
Amendment 1 - Combine program study	\$	8,000.00
Amendment 2 - Combined facility version	\$	5,000.00
Amendment 3 - Revised Schematic Design	\$	38,000.00
Revised contract	\$	620,000.00
Less Total Paid to Date ()	\$	-
Less this Recommendation	\$	32,600.00
Balance to Finish	\$	-
Approved By Robert Connors (Signature)		Date



Environmental



Construction



Air Quality



Energy

From: Bob Connors [<mailto:bobdcon@aol.com>]

Sent: Monday, April 22, 2019 5:49 PM

To: Eric Svahn; John Kellar (jkellar@kellarassociates.com); Chief Michael Reilly; bobdcon@aol.com; 'Kevin Heffernan -- Vertex'; Jeff Shaw; bobdcon@aol.com

Cc: Tracy Blais (admin@townofnewbury.org); JR Colby; Geoff Walker

Subject: committee meeting handouts part 1 4-26-19 construction committee meeting

Team,

Please find the attached pdf documents to be distributed at Friday's meeting, additional documents to follow when available;

1. Meeting notice;
2. Agenda;
3. Revised "Estimate of probable costs" dated 4-26-19 (additional reductions to line items after discussion with Tracy Blais)
4. Component Costs spread sheet for comparison 1-7-19 to 4-26-19; (\$6,7390.00 to \$7,380,500.00).
5. Vertex 4-19-19 meeting notes;

We discussed a number of potential "alternate bid items" at the 4-16-19 meeting;

- | | |
|-----------------------------|-------------------|
| 1. Elevator | \$165,000.00; |
| 2. Landscaping | 50,000.00; |
| 3. Flag pole & signage | 15,000.00; |
| 4. Curbing | 29,000.00; |
| 5. Radius curbing | 3,000.00; |
| 6. Ext painting | 13,000.00; |
| 7. Siding (upgrade to wood) | <u>50,000.00;</u> |

Potential alternate bid total \$325,000.00;

Base bid total without alternates \$4,845,000.00;

AIA,OPM, testing, commissioning 913,000.00; (further reduction as mep commissioning & construction testing costs are updated)

FFE, Security, card access, AV, tower 664,000.00; (further reductions as line item costs are updated)

Reduced contingency @ 5% 260,000.00;

Projected estimate of costs \$6,682,000.00;

Chief, can you provide an update on MEMA-FEMA-Seabrook grants/draft letter on the gen set and com tower;

Kevin, can you review the current costs for commissioning & testing and provide a revised schedule of costs anticipated;

Jeff, can you provide and update on local permitting and approvals with projected filing dates;

JR-Tracy, can you review/consider waiving all permitting/application costs for this project and provide what the formal approach for these requested waivers;

John & Eric, can you review, update and prioritize any potential alternate items that can be included without jeopardizing issuance of occupancy permit.

John, can you prepare 4-19-19 meeting notes by COB Wednesday;

We have a project budget of \$6,500,000.00 with a Projected estimate of costs \$6,682,000.00 (less alternates) and with the potential additional reductions mentioned above, it looking good to be able to proceed with this project in the

fall. Depending on the base bid, we should plan for presenting alternate bids (lump sum) in excess of the \$6.5 million as a warrant article for town meeting consideration in October. Certainly the goal is to include all alternate items as the time/costs associated of phasing alternates after the fact will cost the town more money.

Please add comments/thoughts at Friday's meeting;

Best,

Bob Connors

Newbury Police HQ
cost components 4-26-19

	A	B	C	D	E	F	G	H	I
		Budget	contract	change order	Net change	Previous payment	Current payment	Balance to finish	Forecast to Complete
1	Estimate of Probable costs								
2	Construction costs (9,400SF)	\$ 5,170,000							
3	Communication tower	\$ 100,000							
4	Escalation								
5	Bid Contingency								
6									
7	SOFT COSTS								
8	Design & Engineering								
9	Architectural and Engineering fees	\$ 620,000							
10	<i>Allowance for extra services and Owner changes</i>	\$ -							
11	Reimbursable expenses	\$ 7,500							
12	Furnishing Design fee	\$ -							
13	Tel/Data & Security Consultant	\$ 20,000							
14	<i>Communications Tower Design</i>	\$ 4,000							
15									
16	Professional Services								
17	Owners Project Manager & Clerk of the Works	\$ 233,000							
18	<i>Geotechnical Engineering & Borings</i>	\$ -							
19	MEP Commissioning	\$ 30,000							
20	Construction Testing	\$ 30,000							
21									
22	Fixtures, Furnishings & Equipment								
23	Furnishings & Equipment (incl HD storage)	\$ 155,000							
24	Allowance for Computer Equip. & Network	\$ 250,000							
25	Allowance for Dispatch Equipment	\$ -							
26	Allowance for Telephone System & Equip.	\$ 50,000							
27	Allowance for Security & CCTV System	\$ 144,000							
28									
29	Project Related Expenses								
30	Topographic and Utility Survey	\$ -							
31	Printing bid sets & advertising	\$ 5,000							
32	<i>Moving Expenses</i>	\$ 10,000							
33	<i>Utility Fees & Backcharges</i>	\$ 35,000							
34	Temp Housing, Utilities & Apparatus Garage	\$ -							
35									
36	Project Contingency (10%)	\$ 517,000							
37									
38	PROJECT TOTAL	\$ 7,380,500				\$ -	\$ -	\$ -	\$ -

Newbury Police HQ
cost components 1-7-19 to 4-26-19

	A	B	C	D	E	F	G	H	I
1	Estimate of Probable costs dated:	4/26/2019	4/16/2019	3/27/2019	2/6/2019	1/7/2019			
2	Construction costs (9,400SF)	\$ 5,170,000	\$5,170,000	\$ 5,170,000	\$ 4,230,000	\$ 4,185,000.00			
3	Communication tower	\$ 100,000	\$100,000	\$ 100,000	\$ 100,000	\$ 100,000.00			
4	Escalation			\$ 171,400	\$ 171,400	\$ 171,400.00			
5	Bid Contingency								
6									
7	SOFT COSTS								
8	Design & Engineering								
9	Architectural and Engineering fees	\$ 620,000	\$620,000	\$ 620,000	\$ 620,000	\$ 551,000.00			
10	<i>Allowance for extra services and Owner changes</i>	\$ -	\$28,000	\$ 28,000	\$ 28,000	\$ 28,000.00			
11	Reimbursable expenses	\$ 7,500	\$7,500	\$ 7,500	\$ 7,500	\$ 7,500.00			
12	Furnishing Design fee	\$ -	\$-	\$ -	\$ -	\$ -			
13	Tel/Data & Security Consultant	\$ 20,000	\$20,000	\$ 20,000	\$ 20,000	\$ 20,000.00			
14	<i>Communications Tower Design</i>	\$ 4,000	\$40,000	\$ 40,000	\$ 40,000	\$ 40,000.00			
15									
16	Professional Services								
17	Owners Project Manager & Clerk of the Works	\$ 233,000	\$233,000	\$ 233,000	\$ 233,000	\$ 173,000.00			
18	<i>Geotechnical Engineering & Borings</i>	\$ -	\$25,000	\$ 25,000	\$ 25,000	\$ 25,000.00			
19	MEP Commissioning	\$ 30,000	\$30,000	\$ 30,000	\$ 30,000	\$ 30,000.00			
20	Construction Testing	\$ 30,000	\$30,000	\$ 30,000	\$ 30,000	\$ 30,000.00			
21									
22	Fixtures, Furnishings & Equipment								
23	Furnishings & Equipment (incl HD storage)	\$ 155,000	\$155,000	\$ 155,000	\$ 155,000	\$ 155,000.00			
24	Allowance for Computer Equip. & Network	\$ 250,000	\$250,000	\$ 250,000	\$ 250,000	\$ 250,000.00			
25	Allowance for Dispatch Equipment	\$ -	\$-	\$ -	\$ -	\$ -			
26	Allowance for Telephone System & Equip.	\$ 50,000	\$50,000	\$ 50,000	\$ 50,000	\$ 50,000.00			
27	Allowance for Security & CCTV System	\$ 144,000	\$144,000	\$ 144,000	\$ 144,000	\$ 144,000.00			
28									
29	Project Related Expenses								
30	Topographic and Utility Survey	\$ -	\$-	\$ -	\$ -	\$ -			
31	Printing bid sets & advertising	\$ 5,000	\$5,000	\$ 5,000	\$ 5,000	\$ 5,000.00			
32	<i>Moving Expenses</i>	\$ 10,000	\$40,000	\$ 40,000	\$ 40,000	\$ 40,000.00			
33	<i>Utility Fees & Backcharges</i>	\$ 35,000	\$100,000	\$ 100,000	\$ 100,000	\$ 100,000.00			
34	Temp Housing, Utilities & Apparatus Garage	\$ -	\$-	\$ -	\$ -	\$ -			
35									
36	Project Contingency (10%)	\$ 517,000	\$517,000	\$ 610,490	\$ 610,490	\$ 610,490.00			
37									
38	PROJECT TOTAL	\$ 7,380,500	\$7,564,500	\$ 7,829,390	\$ 6,889,390	\$ 6,715,390.00	\$ -	\$ -	\$ -

**Newbury Police
Draft SCHEDULE**
8 February 2019

8 February	BC Meeting: Schematic Design Progress meeting - Discussion of HVAC systems Drill Borings on site	SD
22 February	BC Meeting: Schematic Design Progress meeting Authorization to begin SD cost estimate and proceed into DD	
February	<i>Receive geotechnical report</i>	
15 March	BC Meeting: SD Cost Estimate - Review SD construction cost estimate	DD
March	Building Permit Application & Denial (starts SPR process)	
19 April	BC Meeting: DD Progress Meeting	
30 April	Site Plan Review Pre-Application Conference	
21 May	<i>File Site Plan Review Application & Conservation Commission Application</i>	
17 May	BC Meeting: DD Progress Meeting Authorization to begin DD cost estimate and proceed into CD's	
7 June	BC Meeting: DD Cost Estimate - Review DD Cost Estimate	CD
18 June	Conservation Commission Hearing 1 (3rd Tuesdays)	
19 June	Site Plan Review Hearing 1 (1st & 3rd Wednesdays)	
21 June	BC Meeting: Construction Drawings Approval to proceed with CD Cost Estimate	
16 July	Conservation Commission Hearing 2 (if needed)	
17 July	Site Plan Review Hearing 2 (if needed)	
19 July	BC Meeting: Construction Drawings Final Review - Present CD Cost Estimate Approval to proceed with Bidding project	
31 July	Project released for Construction Bids	BID
29 August	Filled Sub Bids Due	
12 September	GC Bids Due, CTX/OPM check bid results	
23 September	Contract Signed, Notice to Proceed	BUILD
22 September 2020	Substantial Completion	



Bob Connors

From: John Kellar <jkellar@kellarassociates.com>
Sent: Thursday, April 25, 2019 9:24 AM
To: Bob Connors; Eric Svahn; 'Kevin Heffernan -- Vertex'; Jeff Shaw
Subject: RE: committee meeting handouts part 1 4-26-19 construction committee meeting
Attachments: Newbury Police Department Construction Committee Meeting Minutes - 2019-04-19.docx

Bob,

Here are the meeting minutes along with my rendition of alternates, in the order we spoke of last week

	Alternates			w/mark up
1	Siding	\$	50,000	\$ 56,000
2	Ext Painting	\$	13,000	\$ 14,560
3	Site Curbing	\$	29,000	\$ 32,480
4	Radius Curbing	\$	3,000	\$ 3,360
5	Windows, Alum clad	\$	15,000	\$ 16,800
6	Elevator	\$	165,000	\$ 184,800
7	Signage/Flagpole	\$	15,000	\$ 16,800
8	Landscaping	\$	50,000	\$ 56,000
		\$	340,000	\$ 380,800

From: Bob Connors [<mailto:bobdcon@aol.com>]
Sent: Thursday, April 25, 2019 7:05 AM
To: Eric Svahn <epsvahn@gmail.com>; John Kellar <jkellar@kellarassociates.com>; Chief Michael Reilly <chiefreilly@newburypolice.com>; 'Kevin Heffernan -- Vertex' <kheffernan@vertexeng.com>; Jeff Shaw <jshaw@contextarc.com>
Cc: Tracy Blais <admin@townofnewbury.org>; JR Colby <jackmancolby@yahoo.com>; Geoff Walker <hankwalkerdecoyfurniture@comcast.net>
Subject: RE: committee meeting handouts part 1 4-26-19 construction committee meeting

Team,

I'm attempting to prepare handout doc's for tomorrow's meeting and stakeholder distribution, please provide status on the requested information/documents identified below,

Bob Connors

R. D. Connors Corp
400 W. Cummings PK
Suite 1725
Woburn, MA 01801
617-593-8945

Bob Connors

From: Zeljko Tonic <ztoncic@contextarc.com>
Sent: Thursday, April 25, 2019 1:54 PM
To: Bob Connors
Cc: epsvahn@gmail.com; jkellar@kellarassociates.com; 'Mike Reilly'; 'Kevin Heffernan -- Vertex'; admin@townofnewbury.org; 'JR Colby'; hankwalkerdecoyfurniture@comcast.net; Jeff Shaw
Subject: Re: Status of Site Plan Review Documents and Process

Hi Bob,
Regarding your request, here are the main points:

- Our Civil Engineers are continuing their work on the Site Plan Review documents required for Filing. We'll have progress drawings today. (We will be sending the progress documents to the Town for their review prior to our meeting next week.)
- We have received the application form and submission requirements from the Town and sent them to our Consultants.
- The Site Plan Review Pre-Application Conference has been set for Wed. May 1, at 10:00 AM at the Hearing Room.
Martha Taylor, Town Planner has arranged for the Building Commissioner, Sam Joslin, and the Conservation Agent, Doug Packer to attend She will also be inviting others – DPW Director, Fire Chief, et al – in accordance with the SPR Regs.
Would any Building Committee Members may want to attend ?
- The current schedule for the submission of the Site Plan Review and Conservation Commission Applications is May 21. The Conservation Commission Hearing is scheduled for Tuesday June 18th and the Site Plan Review hearing is set for Wed. June 19th. We have asked the Town to consider having one hearing (on one day) for both, in lieu of back-to-back hearings on 2 days. Martha will look into that possibility in order to help expedite the process, but was not sure if it would be possible.
- We are discussing the possibility of the Town helping with the permitting process such as abutter notification.

If you have any questions please let me know,
Thanks,
Zel

ZELJKO TONCIC, AIA, LEED AP
PROJECT MANAGER

context ARCHITECTURE
68 HARRISON AVENUE BOSTON, MA 02111
TEL 617 423 1400 X 26 WEB CONTEXTARC.COM
TWITTER | FACEBOOK

DONHAM & SWEENEY IS NOW **CONTEXT** ARCHITECTURE

Team,
Please find the attached pdf documents to be distributed at Friday's meeting, additional documents to follow when available;

Designing and Constructing Public Facilities

- Legal Requirements
- Recommended Practices
- Sources of Assistance



Commonwealth of Massachusetts
Office of the Inspector General

Glenn A. Cunha
Inspector General

November 2016

Alternates. Alternates are options for which the bidders must submit separate prices that the awarding authority may choose to include in a bid package. The awarding authority reserves the right to select or reject the optional work, based on the prices received. For M.G.L. c. 149 contracts, you may include alternates in the bid package only if they are ranked numerically in order of priority. Later, when evaluating the bids, you may select a specific alternate only after all of the higher-ranking alternates have been selected. M.G.L. c. 149, § 44G(B).

Prohibition on allowances. Allowances are sometimes used in construction bidding to cover items for which the design has not been completed. Use of allowances is not permitted for building contracts subject to M.G.L. c. 149. If design work is not complete on a particular item, it must be deleted from the scope of work and procured under a separate contract at a later date. M.G.L. c. 149, § 44G(A).

Evaluating the Designer's Performance

Public agencies in Massachusetts, including state agencies, cities, towns, charter schools and other public jurisdictions, must complete and submit a designer evaluation form to DCAMM and the Designer Selection Board upon completion of a building project under their control.²² M.G.L. c. 7C, § 48. A copy of the completed evaluation form must also be mailed to the designer. Upon completion of the schematic design phase of the project, the public owner is required to provide the

M.G.L. c. 7C, § 48, provides qualified immunity to individuals responsible for completing designer evaluations on behalf of public owners. If a designer initiates a lawsuit in response to a completed evaluation, the awarding authority is required to provide legal representation and indemnification for the individual completing the evaluation on behalf of the awarding authority.

designer with a preliminary, informational written evaluation of the designer's performance on the project. DCAMM has developed designer evaluation forms pertaining to the design and construction phases of a project for use by public agencies. These forms, which must be used to fulfill the designer evaluation requirement, can be downloaded from DCAMM's website at www.mass.gov/dcamm.

²² The MBTA is exempt from this requirement.

SEE MGL C-7C § 48(h)

Any public agency that fails to complete the required designer evaluation form and submit it, together with any written response by the designer, to DCAMM within 70 days of completing a building project will be ineligible to receive any state funds for public building projects or public works projects. M.G.L. c. 7C, § 48.

Division of Capital Asset Management Standard Designer Evaluation Forms for Public Agencies

The Standard Designer Evaluation forms are required by Section 13 of Chapter 159 of the Acts of 2000 which amends Section 38E of MGL Chapter 7. As of November 1, 2000 every Public Agency as defined in section 44A of Chapter 149 must complete the Standard Designer Evaluation Form for Designers hired by the Awarding Authority, in order to be eligible for state funding.*

- The Standard Designer Evaluation Form is available on the Commonwealth's web site at **www.State.ma.us/cam/deseval.htm** and by request to the Designer Selection Board – telephone: (617) 727-4046 or by email request to **Designer.Evaluations@state.ma.us**.
- The Public Agency must complete the Designer Evaluation form at the completion of the project and submit it to the Designer no later than 30 days after the project completion. "Occupancy" shall determine project completion for purposes of the Designer Evaluation Form.
- The Designer may submit a written response to the Division and the Board no later than 30 days after receipt of the completed evaluation. The letter should set forth any additional information concerning the building project or the oversight of the building construction contract by the public agency as may be relevant to the evaluation of the designer's performance on the contract.
- The Public Agency must submit the completed Designer Evaluation Form and the written response from the Designer, if any, to the Designer Selection Board, to be included in the Designer's Qualification File, and a copy shall be forwarded by the Public Agency to the Division of Capital Asset Management.
- Public Agencies must submit the Evaluation forms to the following addresses:
- By mail or in person to both the **Designer Selection Board Headquarters, One Ashburton Place, 10th Floor, Room 1004, Boston, MA 02108** and to **Designer Evaluations, Division of Capital Asset Management, Office of Programming, One Ashburton Place, Boston, MA 02108, Attn: Designer Evaluations**
- Refer to the attached copy of the legislation.

Below is an outline of the procedures for the completion and submission of the Standard Designer Evaluation Form for Public Agencies.

Procedures:

1. If a project is limited to preliminary design, such as a building feasibility study or Master plan, the Public Agency must submit the Designer Evaluation Form at the completion of the study or master plan.
2. For projects involving both design and construction, there are two stages in the project at which the Public Agency must complete the evaluation form as follows:
 - At the completion of the **Schematic Design phase**, the Agency must provide the Designer with a written preliminary evaluation for informational purposes. The Design Phase form may be utilized at this phase. This preliminary evaluation is not required to be submitted to DCAM and the DSB, but must be provided to the Designer no later than 30 days after completion of the schematic design phase of the project.

* "Public Agency" means a department, agency, board, commission, authority, or other instrumentality of the commonwealth or political subdivision of the commonwealth, or two or more subdivision thereof but not including the Massachusetts Bay Transportation Authority. "Public Agency" and "Awarding Authority" are used interchangeably in this document. "Designer" is defined in MGL Chapter 7, Section 38 A ½.

- At the completion of the Construction project, the Public Agency must provide the Designer with a completed Design Phase and Construction Phase Evaluation Form for the entire project. These two completed forms must be submitted to the Designer no later than 30 days after the project completion. The Public Agency must then submit these forms to the Designer Selection Board and the Division of Capital Asset Management no later than 70 days after the project completion.
3. The Official from the Public Agency or the Owner's Representative (as described in Section 44A of Chapter 149*) shall certify that the information contained on the Designer Evaluation form represents, to the best of his/her knowledge, a true and accurate analysis of the designer's performance record on the contract.
 4. The Designer will have the opportunity to submit a written response to DCAM and to the Designer Selection Board disputing any information contained in the form and setting forth any additional information concerning the building project or the oversight of the building construction contract by the public agency as may be relevant to the evaluation of the designer's performance on the contract. Any such letter must be attached by the Public Agency to the evaluation forms submitted to the Designer Selection Board and the Division of Capital Asset Management.
 5. The information in the Designer's Qualification File including the completed evaluation forms will be made available to Public Agencies only upon written request to the Designer Selection Board or to the Division of Capital Asset Management.
 6. Section 13 of Chapter 159 of the Acts of 2000 contains language providing limited indemnification for any public employee or public employer (as defined in Section 1 of Chapter 258) who has completed a Designer Evaluation form. The public employee is ensured of legal representation by the Commonwealth or the Public Agency, if sued, and the State will indemnify the employee from all personal financial losses and expenses including, but not limited to, legal fees and filing costs, if any, in an amount not to exceed \$1,000,000. If the employee is found to have acted in a "willful, wanton or reckless manner", by the courts, the Public Agency or the Commonwealth will still cover legal fees and filing costs, but not damages. Please review the attached legislation for more details regarding this provision in the law.
 7. Designer Evaluations must be completed for all building project contracts of \$500,000 or more and dated on or after January 1, 2002.

Instructions for Completion of Consultant Evaluation Form**Purpose**

The purpose of this form is to fulfill the mandate of the law (Section 13 of chapter 159 of the Acts of 2000 which amends Section 38E of chapter 7) which requires State Agencies utilizing State funds to evaluate the performance of Designers.

Responsibility

Responsibility for completing the evaluation forms rests with the Project Manager (PM) at the Public Agency. The evaluation is intended to be objective, independent and fair. The evaluation should be reviewed by the Project Manager's Supervisor and approved prior to its submission to the Designer. The Consultant Evaluation Form must be completed by the user Agency within 70 days of project final completion in order to be eligible for future State funds. Refer to the **Procedures** included in this package for full details.

Process

Evaluation Forms are to be completed at a minimum at the completion ("occupancy") of the project. If the role of the Designer is limited to design only, such as with a feasibility study or Master plan document, the Designer evaluation should be completed at the completion of the Study phase utilizing this Design Phase evaluation form. If the project involves both Design and Construction by the same designer, then both this Design Phase form and the Construction Phase form should be completed at the completion ("occupancy") of the project. It is recommended that evaluations be submitted at both the completion of the programming phase of a Study and at the Study completion phase with the intention of providing the consultant with opportunities for corrective action to be taken prior to the completion of the project.

Rating/Scoring

The rating for each category should be based on overall performance, but specific issues and problems can be noted through remarks annotated at the relevant category. The more detailed and constructive criticism, the more opportunity for the Consultant to respond and improve. Ratings should be entered in whole numbers (integers 1, 2, 3 or 4) only. The score should be calculated by multiplying each score by the weighting factor, (percentage noted inside box next to score) which is based on the relative importance of the various responsibilities. A score of 1 indicates dissatisfactory performance and must be accompanied by a detailed description of areas in need of improvement.

Indicate the project phase that has just been completed, note that Construction Administration utilizes a different form. All questions have relevance to each of the design phases of a project. Where a specific bulleted question does not apply, consider the overall numbered question.

- Question #1** This question addresses the Designer's ability to understand and interpret the design and program requirements of the project. It has the most relevance during the Study and early design phases, but should be evaluated even at CD's to be certain that the stated program/design requirements are carried throughout the entire development of the project.
- Question #2** The Designer has a responsibility to be mindful of the established budget limitations through all project phases. This question evaluates their attention to the budget including overseeing the work of the Cost Estimator and other consultants.
- Question #3** The Designer has a leadership role in the project to ensure overall communication and documentation as well as management and review of all sub-consultants' work. This section evaluates their ability to provide that leadership and review, as well as the quality of the documentation. If there was a problem with the performance of a subconsultant, it is ultimately the Designer's responsibility to resolve the issues – this is the section in which to document that situation. As a means to tracking dissatisfactory sub-contractor performance, be sure to indicate the name of any relevant subcontractor and describe the nature of the problems.
- Question #4** This question evaluates the Designer's technical expertise and their ability to communicate issues and facilitate resolution in a timely manner.
- Question #5** This question should document the ability of the Designer to maintain the schedule (where under their control) and provide appropriate and consistent staffing for the project. Was the Designer reasonable and responsible in their interpretation of the project scope, or did they consistently request additional services for work that was clearly within the contract scope?
- Question #6** Regulatory and permitting issues can have a major impact on project schedules, design and costs. Attention to these issues must be paid throughout the duration of the design process. This question documents the designer's leadership and technical capability in this area.
- Question #7** This question evaluates the quality of the Designer's communications from memos and meeting minutes to contract drawings and specifications. In phases where no contract documents are produced, evaluate the quality of the progress drawings, presentation materials or other communications and submissions. Did the Designer incorporate the comments and respond to the feedback received from all parties during the design process?

Project Manager's are encouraged to add remarks to elaborate on the ratings and to provide additional feedback to the consultants.

Standard Designer Evaluation Form for All Building Contracts of \$500,000 or Greater

Design Phase

Study/Design Consultant: _____ Date Completed: _____

Project Title: _____ Project #: _____

Contracting Agency: _____ Project Manager: _____

Signature Public Agency Official or Owner's Representative: _____ Performance Rating Scale:



Phase: _____

1. Designer's responsiveness to Capital Asset Management and User Agency design and program criteria.

- Did the Designer incorporate the articulated goals and criteria of the design program?
- Did the Designer analyze, interpret and discuss suggestions and issues in a professional manner?
- Did the Designer actively participate in meeting discussions?
- Did the Designer follow through on decisions made at meetings and respond to reviewer comments?
- Did the Designer work well with the Public Agency and other project participants?

	X.10=
Rating	Score

Comments: _____

2. Designer's adherence to established project budget limitations.

- Was the Designer responsive to the established budget?
- Did the Designer work creatively to achieve the program goals within the existing budget?
- Did the Designer review and adjust the cost estimate to achieve the established project goals within budget limitations?

	X.10=
Rating	Score

Comments: _____

3. Designer's ability to effectively manage the project team and relay information to its consultants and personnel.

- Did the Designer keep the team members informed of issues?
- Did the Designer effectively use the project team members as informational resources?
- Did the Designer adequately review subconsultants' work prior to submittals for review approval?
- Did the Designer take responsibility for ensuring the quality of work from all subconsultants and adequately coordinate the different trade's work in Design.

	X.05=
Rating	Score

Comments: _____

4. Designer's ability to solve technical/design problems .

- Did the Designer address design constraints and take advantage of design opportunities?
- Did the Designer identify design problems in a timely manner?
- Did the Designer propose design alternatives and articulate their advantages/disadvantages?
- Was the Designer able to balance technical issues and aesthetics issues?

	X.15=
Rating	Score

Comments: _____

5. Designer's ability to submit complete design/study packages within the established project specific schedules and fee.

- Did the Designer prepare submittals in accordance with the agreed upon schedule?
- Were the submittals complete?
- Did the Designer alert the Project Manager to possible schedule problems in advance of delays?
- Did the Designer staff the project appropriately and in keeping with their original application?
- Did the Designer make requests for additional services fees for work that was within the scope of the contract?

	X.25=	
Rating		Score

Comments: _____

6. Designer's ability to manage its responsibilities in the regulatory/approvals process.

- Did the Designer adequately research and document building code and life safety/accessibility issues?
- Did the Designer assist the Project Team in understanding codes/regulations and their implications?
- Did the Designer pay adequate attention to regulatory restrictions during the design process?
- Did the Designer make timely submittals of permit applications materials?

	X.10=	
Rating		Score

Comments: _____

7. Quality of the Study Report/Progress/Design/Contract Documents.

- Were the materials submitted complete in all respects?
- Was the writing style/presentation clear and straightforward with adequate back-up?
- Were all comments and review requests adequately incorporated into the report/documents?
- Were the contract documents sufficiently clear and complete that no addenda or only minor addenda had to be issued?
- Were the contract documents well coordinated?
- Was the Designer thorough and consistent in its use of graphic symbols and terminology?

	X.25=	
Rating		Score

Comments: _____

Total Rating

--

Remarks: (include additional sheets as necessary)

Total Score

Overall Comments: _____
