



Gary Christenson, Mayor

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Municipal Building Committee – City Hall Redevelopment
Conference Room, 17 Pleasant Street
Minutes of January 24, 2018 at 4 PM

Committee Members in Attendance			Others in attendance		
√	Gary Christenson, Chair	Mayor	√	Ton Ho	College Student observer
√	Ron Hogan	Mayor's Appt.	√	David Sentillika	Resident
ABSENT	Debbie Burke	Mayor's Appt.			
√	Eric Rubin	Pub. Facilities Dir.			
√	Barbara Murphy	2016 Council Pres.			
ABSENT	Craig Spadafora	Council Pres. Appt.			
√	Ryan O'Malley	Ward 4 Councillor			
√	Kathleen Manning Hall	Clerk <i>Non-voting mem.</i>			

MINUTES

- 1. Roll Call of Committee members.** Meeting called to order at 4:07 PM. Clerk called the roll and there was a sufficient quorum.
- 2. Review and Approval of October, 2017 Minutes.** *Motion by Eric Rubin to approve the Minutes of October 24 2017, seconded by Ron Hogan. Minutes of October 24, 2017 were approved unanimously.*
- 3. Overview of Anticipated Construction Schedule.** We are on schedule to take possession of the "shell" of the City Hall building from JAG in January of 2019. The shell will contain HVAC, windows, stairwells, elevators, and electricity. The City's contractor will be lined up to commence construction as soon as it is turned over to us by JAG. The Committee anticipates an early fall completion and move-in schedule. This timing will most likely coincide with a fair amount of the retail spaces in the surrounding development being completed and also in the process of being occupied. In the interim, the City will have access from JAG to monitor the construction of the shell.
- 4. Approval of Owners' Project Manager Contract.** Ron Hogan has been working closely with Hill International to negotiate the terms of the Owner's Project Manager Contract. Negotiations of the contract terms are nearly complete. The process has been time consuming as Ron has had to negotiate via Hill's attorney's software program which has

proven tedious. The project is broken down into three phases and each has a budget that will not be exceeded. Below is a summary as submitted by Ron Hogan:

Discussed extensively about a Not to Exceed (NTE) contract versus a lump sum contract:

- Agreed to continue on a NTE basis with a more aggressive contract cost wise as compared to police station

Three phases of project:

- Pre-Construction phase NTE \$156,105
 - Pre-construction involves planning, bidding, reviewing shell plans, hiring of architect, and being part of the design process.
- Construction Phase NTE \$245,155
 - On site management and oversight of work; administrative work involved with reviewing and approving invoices, and general management of the construction phase.
- Close-out Phase NTE \$72,855
 - Support for move and related; testing and commissioning and finalizing approval for all work done by all contractors

There is a meeting scheduled for Thursday, January 25th at 9 AM to bring Hill up to speed on the condo shell details, start to discuss the designer selection RFP process, and to generally 'get moving'.

Motion by Ryan O'Malley to approve entering the Owner's Project Manager Contract with Hill International, seconded by Eric Rubin, and was passed unanimously.

5. New Business. The Committee must go through the RFP process for architect selection. It was determined that a three person subcommittee should be formed to participate in the architect selection process. *Motion by Ryan O'Malley to appoint a three member architect selection subcommittee consisting of Eric Rubin, Ron Hogan and Ryan O'Malley, seconded by Barbara Murphy and approved unanimously.*

6. Next Meeting: t/b/d

Motion to adjourn at 4:37 PM by Barbara Murphy and seconded by Ryan O'Malley. All in favor, meeting adjourned.