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Building Committee Minutes 08-11-2004

APPROVED

TOWN OF ARLINGTON
 MINUTES
 REGULAR MEETING
 PERMANENT TOWN BUILDING COMMITTEE
 WEDNESDAY, AUGUST 11, 2004

PRESENT: John Cole, Chair
 William Shea, Vice Chair
 Nancy Galkowski, Town Mgr. Designee
 Mark Miano, DPW Designee
 Suzanne Owayda

ABSENT: Thomas Caccavaro
 Kathleen Donovan
 Robert Juusola
 Charles Stretton

PARTICIPANT: Robert Addelson

CALL TO ORDER: 7:30 p.m.

PROJECT MANAGER SERVICES FOR DALLIN CONSTRUCTION

- At its meeting of August 3rd, the PTBC interviewed four firms who were chosen from a number of contractors who had responded to the bid proposal for Dallin Project Manager. The committee ranked the firms in order of preference from 1 through 4. Of some concern to the committee was the fact that the fee proposals from each of the firms were higher than the budgeted cost for the project. The chairman was asked to contact bidders in order to see if they would be willing to negotiate their fee proposals. After the first ranked bidder turned down the job, the second bidder (PMA) came back with a letter dated August 10th. They proposed that the Project Manager (Kevin Nigro) would be physically on site 40 hours per week. He would be available to the town for 20-22 hours per week. During the other hours, he would do business for PMA but always available should an issue arise. Back up services would include estimating, report writing, and budget monitoring. References from North Andover, where there was an arrangement similar to the one proposed, were excellent.

On a **MOTION** by Ms. Galkowski and seconded by Ms. Owayda, it was VOTED to **hire PMA (Project Management Associates) as per their proposal received in a letter August 10, 2004 and to increase the project budge for this service from \$140,000.00 to \$200,000.00.** ROLL CALL VOTE: Unanimous

INVOICES

- On a **MOTION** by Mr. Shea and seconded by Ms. Galkowski, it was VOTED to **approve DRA invoice No. 20 dated August 8, 2004 in the amount of \$8,098.75 for the Dallin project for construction administration (5.5% complete).** ROLL CALL VOTE: Unanimous

- It was thought that an invoice received from NCA, the licensed site professional, for the removal of the oil tanks at the Dallin site should have been sent directly to DRA as the town owns environmental monitoring services in the Dallin contract.

- On a **MOTION** by Mr. Shea and seconded, it was VOTED to **approve Multi-Temp Mechanical Corp. pay application No. 1 (reviewed and approved by Richard O'Dwyer of ICON) for payment in the amount of \$29,915.00.** ROLL CALL VOTE: Unanimous

- On a **MOTION** by Mr. Shea and seconded by Ms. Galkowski, it was VOTED to **approve Conn Kavanaugh Rosenthal Peisch & Ford invoice in the amount of \$244.62 for services related to the Hardy remediation issue for correspondence with the opposing counsel and telephone calls with the opposing counsel and with Town Counsel.** ROLL CALL VOTE: Unanimous

ADJOURNMENT

The meeting was adjourned at 8:10 p.m.

Respectfully submitted,

Marie Carroll