



MEETING NOTES

MEETING DATE: October 23, 2015

MEETING: DESIGN MEETING NO. I

PROJECT: Greenfield Senior Center
 Project No: 21546

LOCATION: Davis Street Site and Town Hall Meeting Room
 Greenfield, MA

PRESENT:

Ginger Carson, Committee Member
 Larry Jubb, Committee Member
 Jerry S. Moore, Committee Chair
 Jean Wall, Committee Member
 Hope Macary, Senior Center Director
 Lane Kelly, Finance Director/CPO
 Kerry Dietz, Dietz & Company Architects (DCo)
 Dan Pallotta, P3

DISTRIBUTED TO:

Meeting attendees
 Peter Wells, Berkshire Design Group (BDG)
 Roger Harris, Creative Environment Corporation (CEC)
 Bill Barry, Barry Engineers and Constructors, Inc. (BECI)
 Peter Timothy, A.M. Fogarty (AMF)

Corrections to previous meeting notes: None.

Attachments: 2015-10-23 Draft Schedule
 2015-10-22 Dietz & Company Architects Phase I Proposal for Services and Fees

I.1 INTRODUCTIONS

10/23/15 – Roles of the Building Committee, Finance Director/CPO (Lane Kelly), Owner’s Project Manager (Dan Pallotta, P3) and the Design Team. Jerry Moore was elected chair of the committee and will be responsible for meeting agendas and dates. Dan Pallotta will issue meeting notes on general and procedural items. Kerry Dietz will issue meeting notes on design issues. Lane Kelly will review and approve all designer invoices, following approval by Dan. Item closed.

Action: Due
Record: By:
 N/A

I.2 SITE SURVEY

10/23/15 – A survey proposal will be solicited from the Berkshire Design Group. The surveyor will work directly for the Town of Greenfield. (Post-meeting note: The proposal was submitted and approved on October 27th and will take approximately 30 days to complete. Item closed.

Action: Due
Record: By:
 N/A

I.3 ENVIRONMENTAL SURVEY

10/23/15 – A proposal for 21e environmental services will be solicited from the CardnoATC who the Town works with. CardnoATC will work directly for the Town of Greenfield. (Post-meeting note: The proposal was submitted and approved on October 27th and will take approximately 30 days to complete. Item closed.

Action: Due
Record: By:
 N/A

I.4 OVERALL SITE DISCUSSION – OFF AND ON SITE

10/23/15 – The existing school will not be considered for re-use for the senior center. However, the schedule is unclear as to when it will be vacated and if the building will remain during or after the construction of the new center. The community gardens may need to be relocated either on or off site, especially if the school is to remain. A minimum of 60 parking spaces will be provided, pending a review of the zoning requirements. A desire for the ability to install solar panels on the building, as well as to have south-facing outside space was discussed as desirable. Kerry will prepare a number of site options to review for the next meeting. Item continued.

Action: Due
Record: DCo
 By: 10/30

I.5 OVERALL BUILDING PROGRAMMING DISCUSSION

10/23/15 – Hope Macary brought her preliminary list of spaces/program for discussion. This was reviewed in detail and will be reflected in a revised program to be prepared by Kerry for discussion at the next meeting. Item continued.

Action: DCo
Due By: 10/30

I.6 OVERALL PROJECT BUDGET

10/23/15 – Lane indicated that \$6.5 million for a total project cost has already been allocated in the capital budget, however, ideally she would like to see it at \$5.75 million. Based on preliminary discussions of the size of the building, if the building were 10,000 sf, the building cost (not total project cost) would be approximately \$3.25 million and if it were 12,000 sf, the building cost would be approximately \$3.9 million. Dan will continue to refine the overall budget and present this at the next meeting. Item continued.

Action: DCo
Due By: 10/30

Next meeting will be held at: Greenfield Town Hall from 9 am to 11 am on Friday, October 30, 2015.

To the best of my knowledge and belief, these meeting notes are considered to be a true and accurate record of all items discussed. The undersigned shall be notified, in writing, within ten days of the date below, of any corrections or additions; otherwise, these minutes shall be considered accepted as written.

Respectfully submitted:

Kerry L. Dietz AIA LEED AP

Date Prepared:

October 27, 2015

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PHASE I PROPOSAL FOR SERVICES AND FEES SCHEMATIC DESIGN GREENFIELD SENIOR CENTER

October 22, 2015

Project No. 21546

1.0 PROJECT TEAMS

- 1.1 Owner's Team: The Owner's Team (Owner) is assumed to be the Building Committee (Committee), who will represent the interests of the Friends of the Greenfield Senior Center, the Greenfield Council on Aging, the staff of the Greenfield Senior Center, and the Greenfield community at large. The Owner shall additionally be represented by an Owner's Project Manager, P3, who shall be responsible for the overall coordination of the project, including the creation of an overall project budget and schedule.
- 1.2 Design Team: The following list represents the Design Team that has been assembled to perform services on this project. Each consultant shall be coordinated by the Architect, who shall incorporate the results of the consultants' efforts into the Schematic Design Services for this project.

Architect

Dietz & Company Architects, Inc.
17 Hampden Street
Springfield, MA 01103

MEP/FP Engineering

Creative Environment Corporation
120 Maple Street
Springfield, MA 01105

Structural Engineering

Barry Engineers & Constructors, Inc.
176 Churchill Street
Pittsfield, MA 01201

Civil Engineering/Landscape Architecture

The Berkshire Design Group, Inc.
4 Allen Place
Northampton, MA 01060

Cost Estimating

A.M. Fogarty & Associates, Inc.
175 Derby Street – Suite 5
Hingham, MA 02043-4014

2.0 STATEMENT OF PROJECT UNDERSTANDING

- 2.1 The Schematic Design Services for the Greenfield Senior Center will be a collaborative effort undertaken by Dietz & Company Architects, Inc. and its consultants to evaluate and analyze the needs of the proposed new Greenfield Senior Center on the proposed site. The proposed Center will be planned and designed to meet the growing needs of the senior adults of Greenfield, based on current population projections.
- 2.2 The proposed site is at 141 Davis Street in Greenfield, MA, which is currently occupied by a former school which is now being used for Greenfield Public Schools administrative offices. The existing building will remain for the duration of construction of the new Senior Center. Additionally, the existing Community Gardens are to remain.

- 2.3 The proposed new building will be from 8,000 square feet to 12,000 square feet, to be determined in the programming phase.

3.0 PROPOSED WORK PLAN

3.1 Project Startup – October 23

- 3.1.1 Kick Off Meeting Upon receipt of the Notice to Proceed, members of the Design Team shall meet with the Committee to introduce Design Team members, review the project goals, collect available existing technical information and documentation such as survey plans of the proposed sites, review financial and schedule objectives and develop lines of communication and cooperation, as well as a schedule of milestones and future meetings. The Design Team will review the existing facility to determine current space uses, as well as programs being run in the facility. The Design Team will also gather programmatic information to inform the desired future space needs for the new Senior Center.

3.2 Programming – October 23 to 31

- 3.2.1 Existing Program Inventory Based on the information gathered above in the Kick Off Meeting, the Design Team shall prepare a detailed square foot inventory of the existing Senior Center program. The Existing Conditions Program will include a list of rooms with actual space sizes, desired features and characteristics.
- 3.2.2 Proposed Preliminary Program Development Based on the desired future space needs for the new Senior Center, the Design Team will develop a spreadsheet of minimum and maximum spaces sizes for review by the Committee. This will be compared with the existing program for relevancy.
- 3.2.3 Adjacency Diagrams Based on the Preliminary Program, the Design Team will develop a series of Adjacency Diagrams, which show, on a graphic basis, the relative size and location of key functions. This will allow the Committee to get a general sense of the flow of the spaces and their locations relative to each other. This is critical in Senior Centers, as traffic flow and length of travel are vital to the success of a center.
- 3.2.4 Committee Review Meeting The proposed Preliminary Program and Adjacency Diagrams will be reviewed with the Committee, feedback will be solicited, and appropriate changes made to the Preliminary Program. The Design Team will work with the Committee to determine the final spatial program (approved Program) and the rough footprint of a potential building to be used to develop the design concepts further and to do potential site analyses.

3.3 Site Evaluation – October 23 to November 3

- 3.3.1 Site Walkthrough The Design Team will visit the site to visually evaluate the existing site conditions, constraints and opportunities.
- 3.3.2 Site Information The Committee shall provide mapping of the proposed sites, including Town of Greenfield GIS plans in CAD format, for the further development of site plans.
- 3.3.3 Zoning Reviews The Design Team shall prepare preliminary zoning reviews for the proposed site. The Design Team shall meet with the Town Engineer, Town Planner, and Building Commissioner to determine any constraints to the proposed site.
- 3.3.4 Preliminary Site Layouts The Design Team shall prepare preliminary layout options of the site, utilizing the footprints developed above. These test fit layouts will look at historic district constraints, building orientation, amounts and locations of parking, vehicular and pedestrian parking, proposed location of on-site drainage features, and other potential site amenities.
- 3.3.5 Committee Review Meeting The proposed preliminary site layouts will be reviewed with the Committee, feedback will be solicited, and appropriate changes made to the site plans. The Design Team will work with the Committee to determine the final selected site design to develop further.

3.4 Schematic Design – November 3 to December 4

- 3.4.1 Draft Schematic Design Plan Based on the approved Program, Adjacency Diagrams and the selected site, the Design Team shall develop a draft Schematic Site Plan and draft Schematic Floor Plan(s).
- 3.4.2 Committee Review Meeting The proposed draft Schematic Site Plan and draft Schematic Floor Plan(s) will be reviewed with the Committee, feedback will be solicited, and appropriate changes made to the draft Schematic Site Plan and draft Schematic Floor Plan(s).
- 3.4.3 Draft Schematic Elevations Based on the approved Schematic Site Plan and Schematic Floor Plan(s), the Design Team shall develop draft Schematic Elevations.
- 3.4.4 Committee Review Meeting The proposed draft Schematic Elevations will be reviewed with the Committee, feedback will be solicited, and appropriate changes made to the draft Schematic Elevations.
- 3.4.5 Final Schematic Design Package The Design Team will prepare a Schematic Design Package with the following elements:
- Schematic Site Plan
 - Schematic Floor Plan(s)
 - Schematic Elevations

- Outline Specifications, describing key site and building systems and materials
- Structural Design Narrative, describing the basic structural system for the building
- Fire Protection System Narrative, describing the sprinkler system parameters
- Mechanical Systems (Plumbing and HVAC) Narrative, describing the basic plumbing system and materials and the basic HVAC system and materials, including control systems
- Electrical System Narrative, describing the overall power requirements, distribution system, special power requirements, emergency generator, lighting, and any special wiring for tele-data and AV.

3.4.6 Committee Review Meeting The proposed Schematic Design Package will be reviewed with the Committee, feedback will be solicited, and appropriate changes made to the Schematic Design Package.

3.5 Cost Estimating – December 6 to 31

3.5.1 Preparation of the Cost Estimate The Design Team shall prepare a schematic level cost estimate based on the approved Schematic Design Package. The first draft shall be reviewed by the Design Team and the Owner’s Project Manager, with comments and changes given back to the cost estimator. A revised cost estimate shall form the basis of the Total Project Budget.

3.5.2 Preparation of the Total Project Budget The Design Team will work with the Owner’s Project Manager to prepare a Total Project Budget, which shall include the following items:

- Cost of Land (if any)
- Site Remediation Costs (if required)
- Demolition Costs (if required)
- Site Permitting Costs
- Construction Cost
- Furniture, Fixtures and Equipment
- Owner’s Project Manager Fees
- Architectural and Engineering Fees
- Tele-Data and AV Engineering Fees
- Moving Costs
- Design, Construction and Soft Cost Contingencies

3.6 Final Schematic Design Package – by January 8, 2016

3.6.1 Committee Review Meeting The Design Team shall meet with the Committee to review the Total Project Budget. Topics of conversation at this meeting could include discussion of the public bidding and construction process, the overall schedule, funding strategies, the role of outside volunteers in fundraising, and a discussion of the overall project cost. The

Committee shall provide direction so that a final Total Project Budget can be approved.

- 3.6.2 Final Schematic Package The Design Team shall prepare a final Schematic Package that includes the approved Schematic Design and the approved Total Project Budget. The final package will also include a rendered elevation of the front of the proposed building for use in marketing and presentation purposes.

4.0 FEES FOR SERVICES

- 4.1 The fees described below are based on the assumptions and timeframes noted above. These fees are lump sum. The costs for printing are included in the base fees.

Phase	Fees
Programming and Site Evaluation	\$ 13,000
Schematic Design	63,000
<u>Total Design Fees</u>	<u>\$ 76,000</u>

- 4.2 Should additional services be required, we would prepare a proposal for the Owner's approval for these services based on our hourly rates plus 10% markup on the consultants.

5.0 REIMBURSABLE EXPENSES

- 5.1 Reimbursable Expenses are included in the Architect's compensation and are estimated as follows:

Printing	\$ 100
Presentation level printing at \$100 per board	\$ 400
<u>Total Estimated Reimbursables</u>	<u>\$ 500</u>

Owner shall provide tax exempt certificate to avoid paying sales tax on these items.

6.0 ADDITIONAL SERVICES

- 6.1 Services and expenses outside of the scope of work described above will be billed as additional services at current hourly rates. Services of consultants outside of the scope of services described above shall be billed at cost plus 10%.

- 6.2 Hourly rates for Additional Services are as follows:

Principal Architect	\$200 per hour
Senior Architect	\$145 per hour
Architect	\$125 per hour
Intern Architect	\$110 per hour
Technical/Clerical	\$70 per hour
Structural Engineer	\$135 per hour

Civil Engineer	\$160 per hour
Landscape Architect	\$145 per hour
MEP Engineer	\$150 per hour

7.0 CLARIFICATIONS AND EXCLUSIONS

7.1 Travel to and from the project site and long distance telephone costs are included in the base fee for services.

7.2 The base fee includes the following meetings:

Phase	Meetings
Programming	1 kickoff meeting with Owner 1 review meeting with Owner
Site evaluation	1 meeting with Owner
Schematic design review	2 meetings with Owner
Cost Estimate and Final Schematic Design Package	1 meeting with Owner

7.3 Any research required (of utilities, previous plans, abutters, etc.) will be billed as Additional Services.

7.4 Environmental engineering services, including wetlands, storm water protection, or hazardous materials, are not included in this proposal.

7.5 Archaeological services are not included in this proposal.

7.6 Geotechnical Engineering services are not included.

7.7 Surveying services are not included. Due to the timeline, it is assumed that the survey will not be ready in time for use for this phase of services. Some adjustments to the site design might be necessary if differing conditions are encountered.

7.8 This proposal assumes that the existing building will not be used for the proposed Senior Center and will therefore not be analyzed.

7.9 This proposal does not include any design services beyond Schematic Design, including Design Development, Construction Documents, Bidding or Construction Administration.