

**Fire and Ambulance Building Project**  
**Meeting Minutes**  
**Monday April 24th, 2023**  
**1:00pm – 3:00pm Select Board Room**

**Members Present:** Seth MacLean – DPW Director, Bill Taylor – Select Board, Chief Ed Walker – Fire, Mandy Sliver – Town Treasurer, Carl Mabbs-Zeno – Chairman of Budget Committee, Sarah Steinberg Heller – Planning Board, Tim Herlihy – Code Enforcement, Tony Cassady – Co-Chair of Community Power Committee, Carol Nelson – Co-Chair of Affordable Housing Committee. Rob Prunier and Keith Kelley from Harvey Construction

Minutes Taken by: Gretchen Rae – DPW staff

Welcome to the next stage in the Fire and Ambulance Building Project and thank you to the group for participating in this first informational meeting with Harvey Construction staff.

**First impressions and review of design team selection:** Let's get started!

- Beginning steps include validating the building site in terms of civil engineering and geotechnical work. Confirming what work has already been done.
- Next steps in engaging with a qualified designer (architectural firm) with our specific project in mind. Lessons learned from previous work.
- Creating and publicizing an RFP.
- Chosen architect will reconcile and validated previous work, like the program study(s) already completed. This will be a time and cost savings.
- The goal is to drive down costs wherever possible without decreasing or changing the services(functions) of the Peterborough Fire & Ambulance Service. From day 1, Harvey will be forecasting, tracking, managing, and controlling costs with the architect's input. Value engineering and management are first and foremost to control all costs without sacrificing quality.
- The expectation of the design firm selected is that data collected will be communicated with meaningful information that the public can actually read and understand. Simple executive summary level data sharing.
- A Summer St. building evaluation should not be skipped, this is our final opportunity to check all the boxes showing that this committee reviewed all location options. The Town would only be seeking a cursory engineering review (short summary) for a final decision for no reuse of this property in any capacity.

**Definitions of buildings involved with this project:**

- 25 Elm St is the physical address of the plot to be built on. It encompasses the Peterborough Community Center, otherwise known as the old Armory building and the current equipment storage building otherwise known as the motorpool building.
- 35 Elm is the current Highway garage and has other associated storage sheds.

**Discussion of previous programmatic studies:** It was agreed that we (the Town, the CM and/or the design team) do not need to reinvent the wheel and have already spent time (many years and a couple of separate studies from different contractors) and money on pre-design studies including

site evaluations, programmatic studies, evaluation of the summer street station and engineered assessments of buildable land at 25 Elm St.

Seth stated that “the Select Board and the community have already made it clear that the current programmatic study will be revisited and either rewritten or validated. It must happen and needs to be part of whichever is written up, an RFP or an RFQ”.

Consideration of Civil & Geotechnical Engineering services. A preferred vendor will be brought in front of the Select Board to move forward with a site plan in a timely manner. There are identified constraints to the location on Elm Street and having an engineer onboard quickly is important to the project staying on established timelines. This site has to be reviewed and approved through relevant town and NH state departments with oversight of these constraints, i.e. wetlands/wetland buffer and zoning.

**RFP vs. RFQ** (request for qualifications not quote) (include fees or not?, specific to their costs to design the building and create a schematic as well as costs into future phases)

- There are a few considerations but Harvey believes that moving directly to an RFP is appropriate because their role as CM is to bring prequalified candidates to the table through an RFP and interview process.
- The RFP could be written as option A: Design/Bid/Build or option B: Design/Build package for Mechanical, Electrical, Plumbing system engineers. There are pros and cons for each option.
  - Option A: The design team would solicit the MEP system contractors for system narratives and incorporate into the architect’s drawings (this could take up a good portion of the overall project budget)
  - Option B: The CM could be the solicitor of the system drawings from MEP subcontractors and negotiate better pricing. This wouldn’t provide the same oversight as if the architect directly incorporated the MEP contractor narratives into their design but it is a less expensive option. The timing of procuring supplies/equipment is also a factor. Having the subcontractors in place before a drawing is complete will cut-down order delay issues for construction start dates.
  - Harvey will draft the RFP allowing for the architect’s opinion on which direction the Town should go.
  - With either option chosen, the Construction Manager is the responsible party for ensuring all designs, systems and costs are managed appropriately and thoughtfully through all qualified contractors.
- A collection of RFPs may also provide us with much needed information we would otherwise not receive with no fees attached.
- Note: the State of New Hampshire does not bind the municipality to the lowest bidder.
- Interviews to select a design team will go through an evaluation process.
  - Harvey staff will be present during the interviews.

**Review of timeline with special notice of critical deadlines to meet before Town Meeting May 2024:**

- RFP to go public the first week of May 2023.
- Get Civil Engineering site review ASAP, May 2023

- Harvey will provide information on pricing, floor plan, elevations to this committee by end of October 2023
- Not to Exceed Price ready by November 1<sup>st</sup>, 2023, for the Capital Improvement Committee's review.
- Budget Committee begins budget review in January 2024
- Town Meeting and vote, May 2024
- Any project money left from previous budget to start site work may allow for some initial construction prior to Bond sale opening July 1<sup>st</sup>, 2024
- Shovel Ready goal date August 2024
- Move-in date goaled for late fall 2025

**Next Steps and Action Items:**

- Harvey staff to submit an RFP draft in the search for a design firm to Seth and Chief Walker before the end of the week. List specific dates into the posted RFP. When reviewing the draft, focus on the scope and the evaluation process of the submitted RFPs.
- The Town posts the RFP
- Seth will contact Hoyle Tanner for a proposal for civil engineering services for the Select Board to consider at the next Select Board meeting.
- Seth will work with Harvey to get pre-bond CM contract finalized and approved.
- Another committee meeting will be scheduled to create an evaluation process.
- Future actions: Harvey will work with chosen architect to firm-up project schedule. (P6 schedule)

**Meeting Adjourned**