

**MILFORD AMBULANCE FACILITY
BUILDING COMMITTEE
MEETINGS #1 & #2 NOTES**

March 29, 2012
April 5, 2012

(Notes subsequent to this meeting are in italics)

Attendees: Mark Fougere, Selectman
Eric Shelberg, Dir. Milford Ambulance Service
Bill McKinney, Milford Bldg Dept.
Greg White (#1 only)
Kevin Drew
Bill Kokko (#1 only)
Steve Sareault
Kent Chappell
Paul Hemmerich

NEW ISSUES:

- 01.01 Mark described site at Elm & Columbus Sts: relatively flat, Level 1 environmental review by HTE. Site needs survey, borings, (further environmental review?, hazmats?). Colonial house occupied by Harvey Music shall be demolished. Property line adjustment is required with Robbins Auto Parts. Elm St shall require signalization.
- 01.02 Mark distributed following documents: Bldg/Site Plan, Elevations, Ambulance Facility Design Features, Budgets. Total Project Budget = \$2.2M.
- 01.03 General discussion of Design Services procurement. Consensus of Committee was to have Mark ask BoS if they require competitive proposals. RFQ process (preceding RFP) would cause delay. Mark asked for list of architects to whom RFP would be sent. General agreement that Design/Build was not preferred, for general or sub-trade. Traditional Design/Bid/Build or Design/Construction Management process is preferred, and shall be decided later.
- 01.04 BMcK suggested that the design include some attic storage space. Other considerations might include apparatus bay future expansion. (Eric noted that the design guidelines were projected 30 years out, and the program is well developed).
- 01.05 (?) noted that load-bearing structure of the schematic design as presented was based on similar facilities in Pelham and Hooksett.

- 02.01 Mark noted that the BoS: will likely require RFPs for design services, is comfortable with our pre-selection of candidates, and will discuss Monday.
- 02.02 Town attorney Bill Drescher will be involved in Robbins property-line adjustment. Because Ambulance Service will need to maintain clear driveway (and need buried sensor), ownership of full driveway width is advantageous, rather than split with Robbins.
- 02.03 2 bids have been received for demolition from Leighton White and Soil-land (S. Trombly), and NH Demo. Demo contractor will have salvage rights, but must guarantee site security, other contingencies. No post-bid extras!

- 02.04 Mark said that one traffic signal may be available for this project. Some discussion on signalization followed.
- 02.05 Mark asked for architect suggestions. Members put forth: Dignard, Lauer, L/BPA, Berard/Martel, Goudreau, Udelsman, Mires, Stenbeck, SMP, and Landry. RFP should include identification of all project team members (including architect's Project Mgr), track record with costs, expertise with similar facilities, building performance, schedule compliance verification. SS said he would e-post a sample RFP, selection criteria, and schedule. *Received Saturday*. PH recommended backing-out any Owner related costs so respondents can see/verify the construction budget they would be responsible for, including their, their consultants', and any other managerial fees.
- 02.06 Eric expressed his concern that the RFP would delay orderly progress and may cause some question of the \$30k - \$40k already spent. Some discussion of Police Facility selection process and selection process in general followed.
- 02.07 Eric and Greg shall be the conduits of all Ambulance Dept information to/from Building Committee.
- 02.08 SS noted that Geotech RFPs should commence soon.
- 02.09 Future meetings shall be Thursday evenings, location(s) TBD.
- 02.10 Material distributed: Castagna Outline Spec (2/3/12), Berard Site&Floor Plan of 4/2/12, Option 2 Floor Plan of 9/23/11 [for reference only, site rejected], Concord School sample RFP of 3/5/09.

Respectfully submitted,

Paul Hemmerich