



Select Board

Meeting Agenda

The Provincetown Select Board will hold a remote public meeting on Monday, February 8, 2021, at 6:00 p.m.

In keeping with Governor Baker's Executive Order of March 12, 2020; "Order Suspending Certain Provisions of the Open Meeting Law" – All Participation for Town Residents will be by Remote Access. If the audio becomes unavailable, the meeting will be paused until it can be restored, or the meeting will end.

TO JOIN THE MEETING: To listen and participate in this meeting, dial **(833) 579-7589**. When prompted, enter the following Conference ID number: **351 963 429** When prompted, state your name, then press #.

To Participate:

- Keep your phone muted at all times when not talking (*6 to mute & unmute your phone)
 - Do not use speakerphone
 - Do not use Bluetooth devices
 - Mute all background noises
 - Mute PTV on the television or computer and use only the phone audio
- Please do not speak until the chair or the meeting moderator asks for public comments or questions.

Consent Agenda – Approval without objection required for the following items:

- A. Renew Interim Town Manager Charles Sumner's contract for an additional 6 weeks.*
- B. Authorize Assistant Town Manager David Gardner to execute the contract for the Water Front Park due to Interim Town Manager Charlie Sumner's conflict of interest.*

1. Public Statements – Three (3) minutes maximum. Select Board Members do not respond during public statements
2. Select Board Member's Opening Statements – Five (5) minutes maximum.
3. Appointments – (Votes may be taken on the following interviews)
 - A. Historic District Commission Alternate – Anthony Iannacci

*** Items may be taken out of order at the discretion of the chair ***

4. Joint Meeting/Presentations/Requests – (Votes may be taken on the following items):
 - A. Fiscal Year 2022 Budget Presentations:
 1. FY2022 WATER ENTERPRISE FUND BUDGET – Water Superintendent
 2. FY2022 WATER ENTERPRISE FUND CIP - Water Superintendent

3. FY2022 WASTEWATER ENTERPRISE FUND BUDGET – Director of Public Works
 4. FY2022 PUBLIC WORKS BUDGET - Director of Public Works
 5. FY2022 PUBLIC WORKS CIP - Director of Public Works
 6. FY2022 POLICE BUDGET – Chief of Police
 7. FY2022 POLICE CIP – Chief of Police
- B. Presentation of Police Station status update
- C. Refer draft Code of Conduct to Board and Committee Members to solicit feedback.
5. Town Manager Administrative Matters – Topics to include but not limited to: (Votes May be taken on the following items)
 1. Town Manager’s Report
 6. Minutes - (Votes May Be Taken)
 1. January 25, 2021 6 PM
 7. Select Board Closing Matters
 8. Executive Session – Clause 1 and 7 (Votes May be Taken)

Executive session pursuant to G.L. c. 30A, s. 21, purposes (1) and (7) (Open Meeting Law)- Open Meeting Law complaint filed against the Select Board from Mark Del Franco, dated January 5, 2021, acknowledgement of the Open Meeting Law complaint, discussion and response to same; votes may be taken.

Posted: Town Hall, www.provincetown-ma.gov, 02/03/21 3:25 pm, AR

IN WITNESS WHEREOF, the Town of Provincetown, Massachusetts, has caused this Addendum to be signed and executed in its behalf by its Select Board and duly attested by its Town Clerk, and the Interim Town Manager has signed and executed this Addendum, both in duplicate.

TOWN OF PROVINCETOWN
Acting by and through
Its Select Board

TOWN MANAGER

(Chairman, Board of Selectmen)

(Charles Sumner)

DATE: _____

DATE: _____

Attest to Signature:

Approved as to Legal Form:

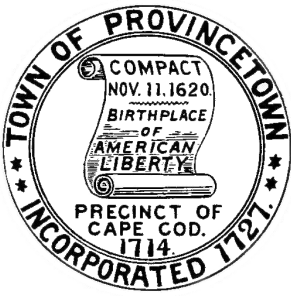
Town Clerk

Town Counsel

DATE: _____

DATE: _____

749297/PROV/0002



PROVINCETOWN DEPARTMENT OF PUBLIC WORKS

Memo

To: Charlie Sumner, Interim Town Manager
From: Richard J. Waldo, P.E., DPW Director
Cc: Elizabeth Paine, Select Board Secretary
Date: January 25, 2021
Re: Police Station – Design Development Costs

A typical architectural design contract can be broken down into four phases:

1. **Design Development** – refined schematic design to include specific detail of material, etc.
2. **Construction Documents** – two detailed sets of drawings: a permit set used to obtain regulatory approval and a construction set used by the building contractor
3. **Bidding Services** – competitively bid the project adhering to procurement laws
4. **Construction Administration** – construction oversight to design specifications

The Town received a proposal from the project design firm, Flansburgh Architecture, in the amount of \$403,800 to move the police station project through all four phases of design. The breakdown of cost per phase are as follows:

1. **Design Development:** \$104,000
2. **Construction Documents:** \$129,600
3. **Bidding Services:** \$21,500
4. **Construction Administration:** \$148,700

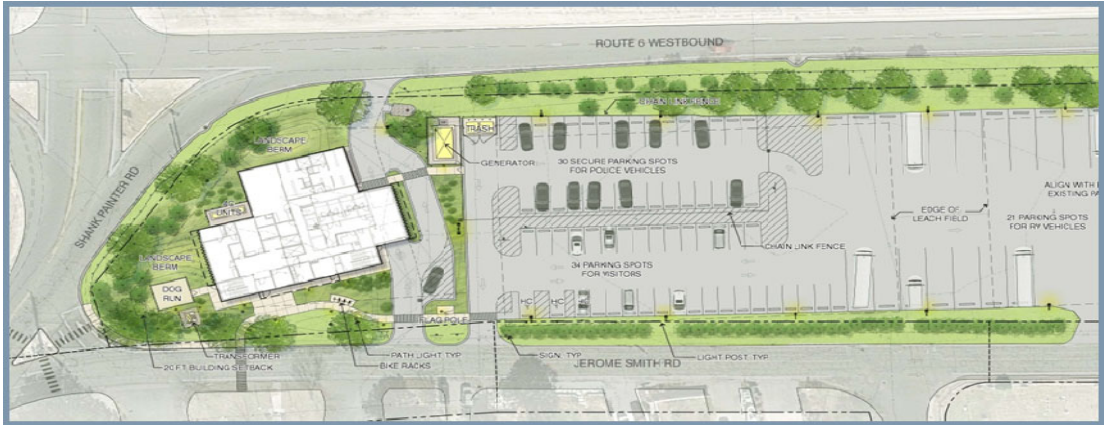
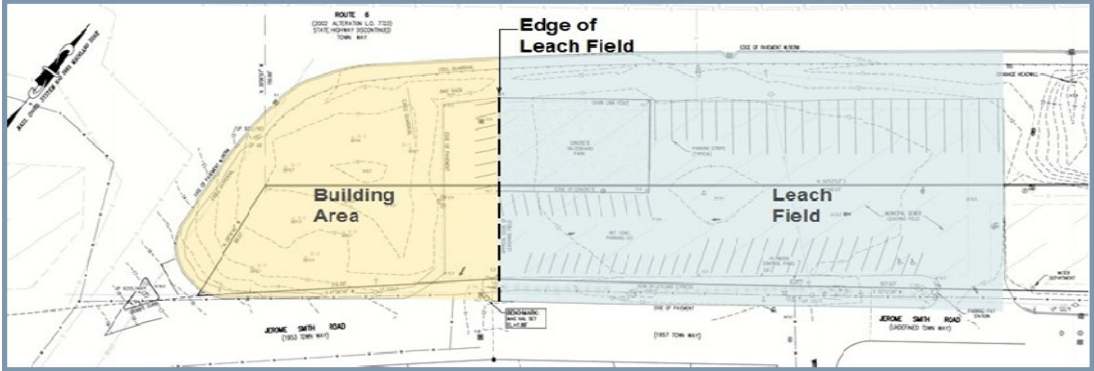
The Town could proceed with a contract for all four phases or chose to take one phase at a time to ensure that we obtain consensus throughout each stage of the design.

In Massachusetts, all building projects in excess of \$1.5 million dollars require the services of an Owners Project Manager (OPM). The law requires that an OPM be hired before the project designer. The Town has utilized the service of Environmental Partners Group and I recommend the we continue to do so with any project advancement. The Town has been quoted a service fee of approximately \$95,000 through bidding phase with a contract based on time and materials reimbursement.

In the subsequent pages I have outline a summary of probable project costs and history of Town Meeting votes for the Police Station project at the current site.

| Proposed Police Station | Probable Project Cost | | |
|---------------------------------|-----------------------|-------------------------|------------------------|
| | 16 Jerome Smith Road | | |
| | 2019 Actuals | Bids Opened Today (Est) | Exterior Modifications |
| Proposed Finished Sq. Footage | 13,864 | 13,864 | 13,864 |
| Total Construction Related Cost | \$9,904,706 | \$11,357,492 | \$11,357,492 |
| Total Owner's Cost (Soft Cost) | \$2,621,058 | \$3,001,111 | \$3,001,111 |
| Architect Design Fee | | \$25,000 | \$403,800 |
| OPM Service Fee | | \$12,500 | \$95,000 |
| Total Project Cost | \$12,525,764 | \$14,396,103 | \$14,857,403 |
| Price per Square Foot | \$903 | \$1,038 | \$1,072 |

Level
Level



| | Request | Town Meeting / Article | Vote | 2/3 Required |
|------------------------|-------------|------------------------|---------------------|--------------|
| Original Appropriation | \$8,625,000 | ATM 17 Art 8-1 | 206 For 35 Against | met |
| Supplemental Funding | \$3,900,000 | ATM 19 Art 6 | 202 For 123 Against | 14 short |

| | |
|-----------------------------------|-------------|
| Expenditure to date ATM17 Art 8-1 | \$601,582 |
| Balance | \$8,023,418 |

as of 1/11/2021

**Provicetown Police prropised fees
Flansburgh Architects Fee Analysis**

12/15/20

| | DD | CD | BID | CA | Total |
|---|-------|-------|-------|-------|------------------|
| PROPOSED FEES | | | | | |
| 1 Bala | 10000 | 12600 | 2000 | 35200 | \$59,800 |
| 2 EDG - Structural | 17500 | 20000 | 2500 | 10000 | \$50,000 |
| 3 LJLA - Lanscape | 5000 | 4000 | 1000 | 7000 | \$17,000 |
| 4 Ellana - Cost Estimating | 6000 | 11000 | 0 | 0 | \$17,000 |
| 5 Coastal - Civil | 15000 | 9000 | 6000 | 16500 | \$46,500 |
| 6 Physical Model - Site and Building | 6000 | 0 | 0 | 0 | \$6,000 |
| 7 Rendering - Site and Building | 4500 | 0 | 0 | 0 | \$4,500 |
| 8 Flansburgh - Architecture | 40000 | 73000 | 10000 | 80000 | \$203,000 |
| Total Fee Per Phase | | | | | |
| PROPOSED SERVICES FEE WITH CONSULTANTS | | | | | \$403,800 |

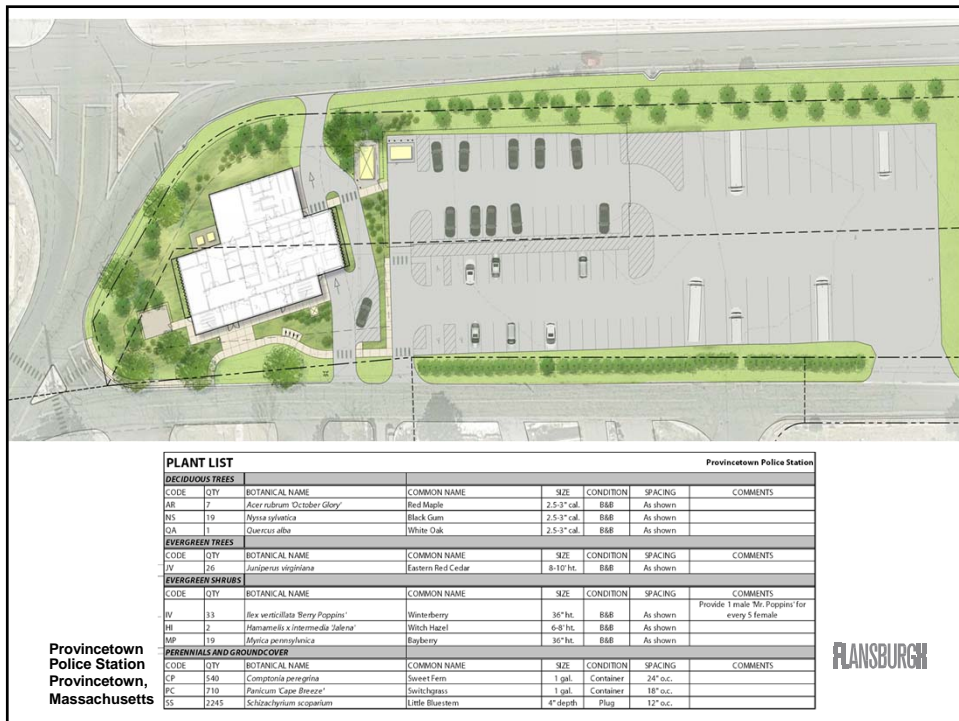
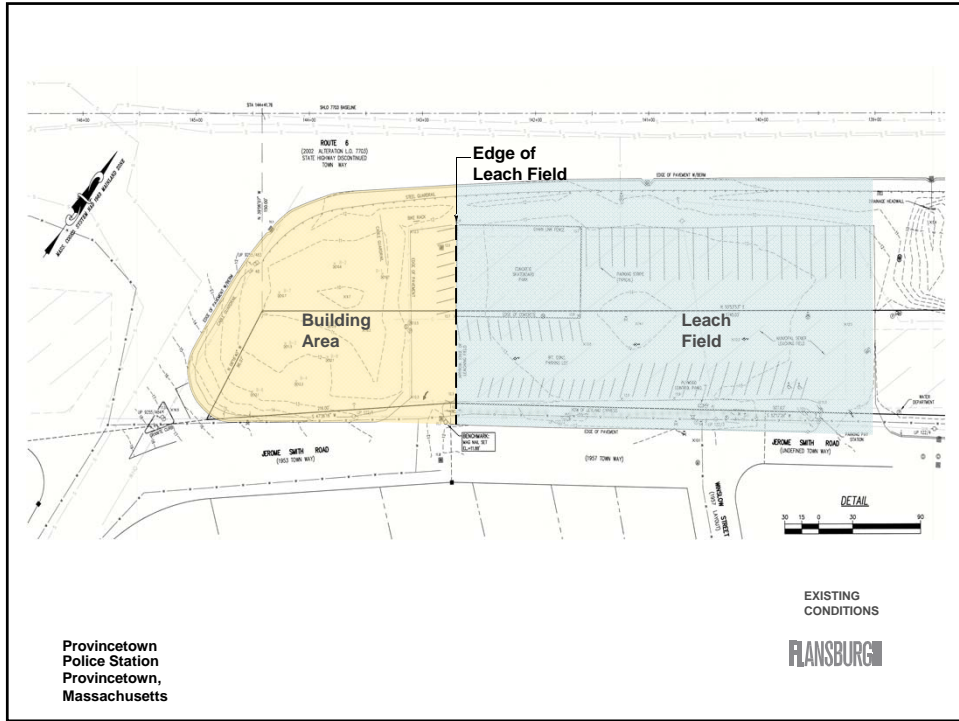


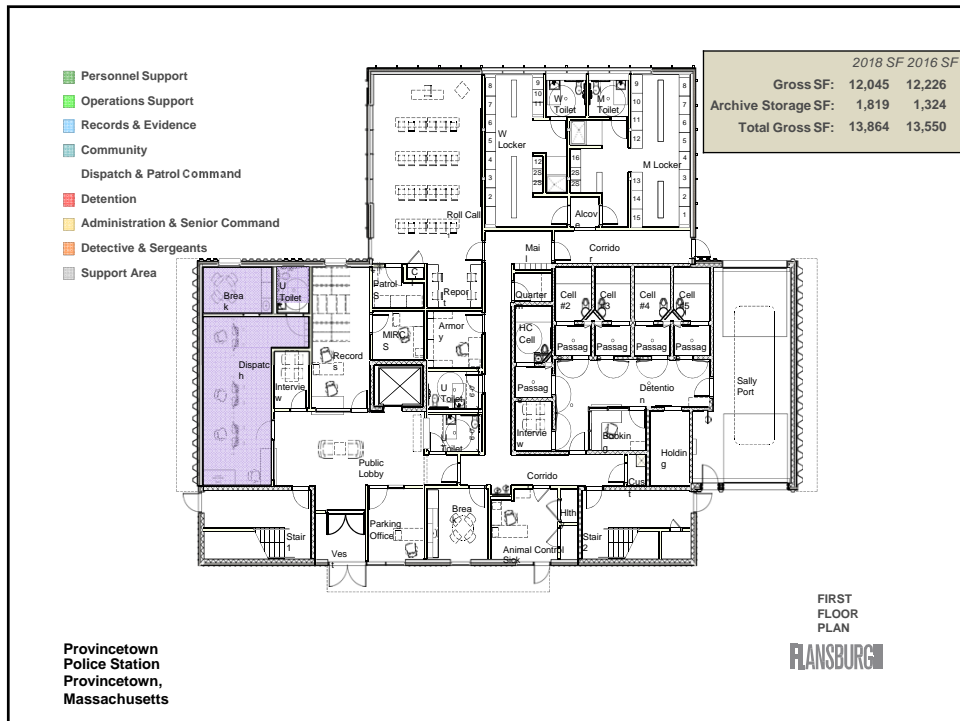
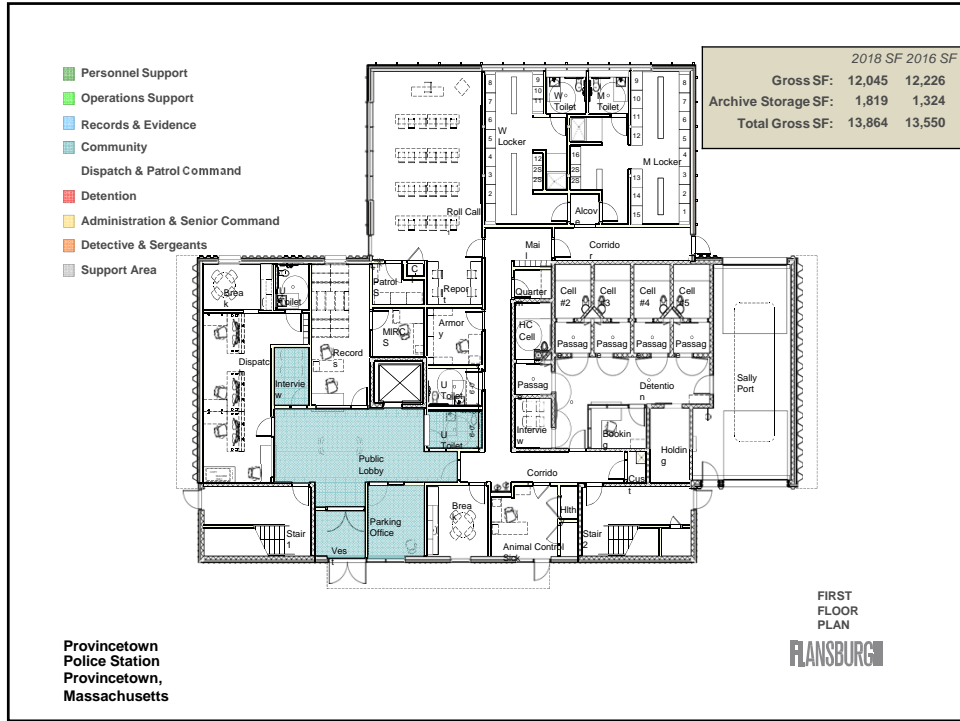
Building Committee
Police Station Q & A session

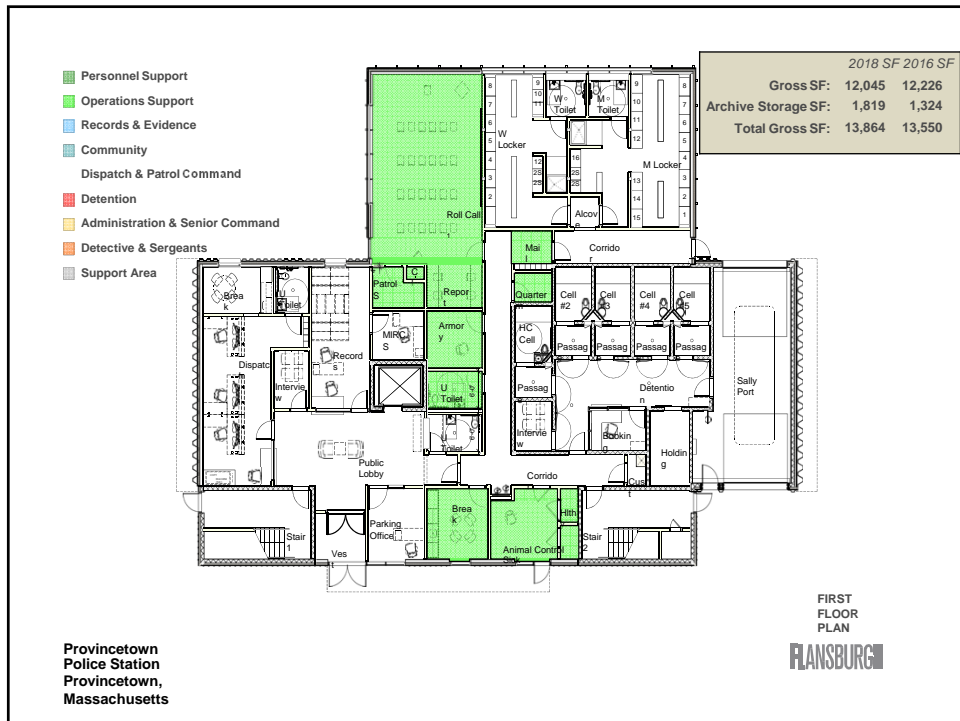
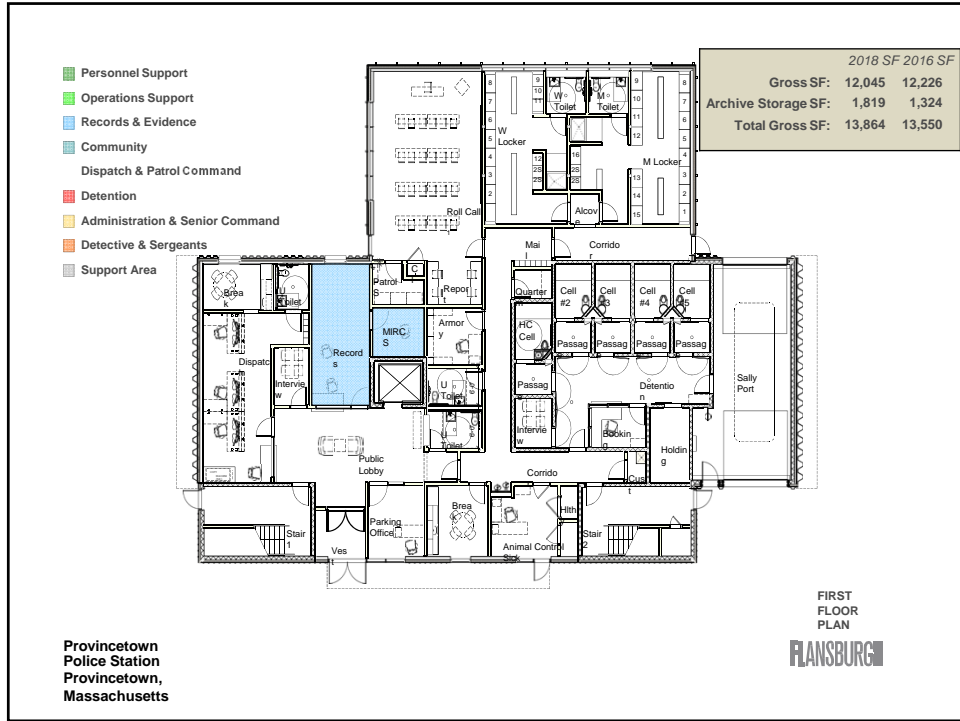
March 21, 2019

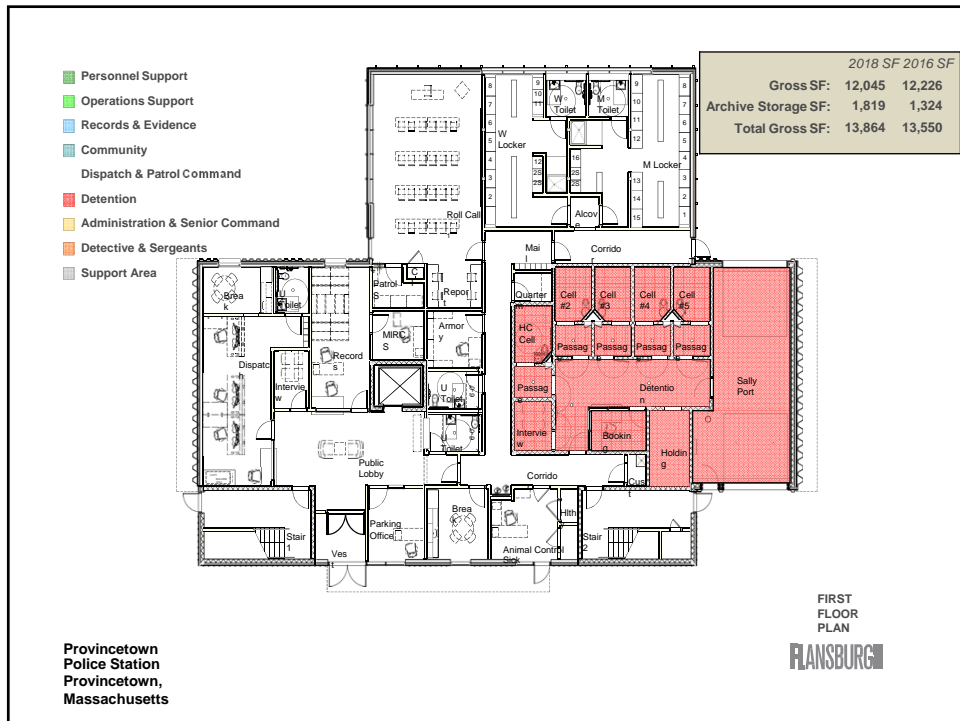
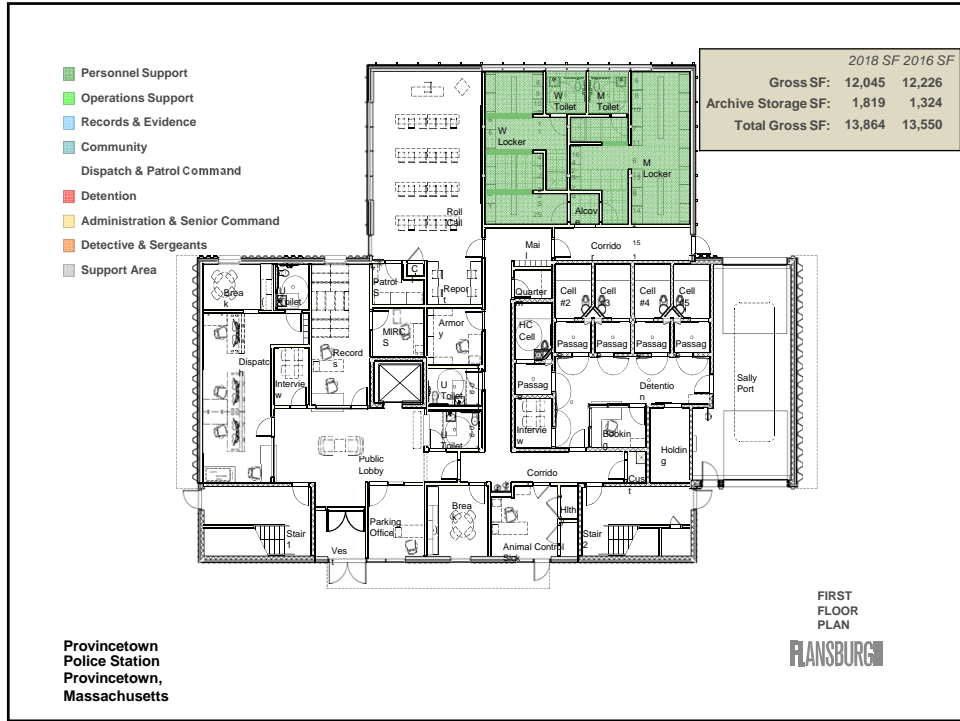
Hosted By The Council on Aging

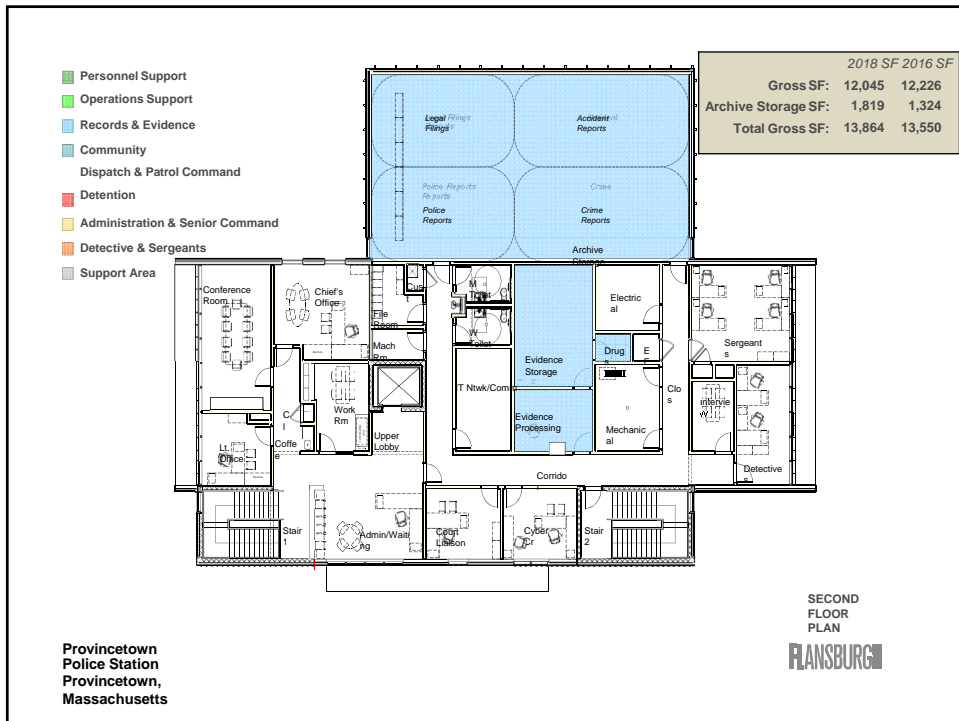
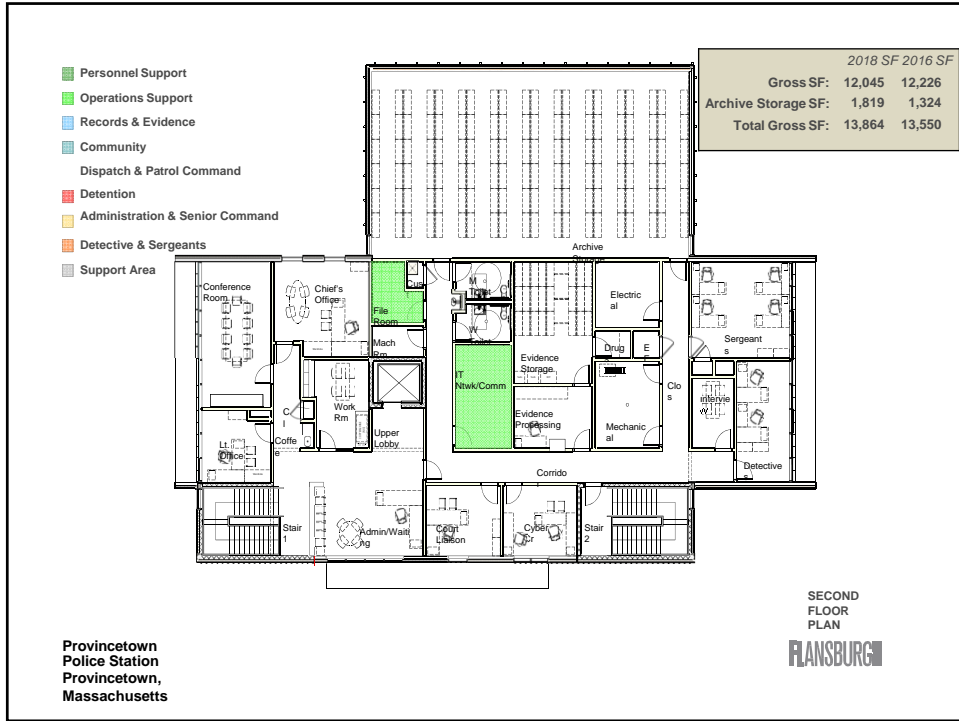


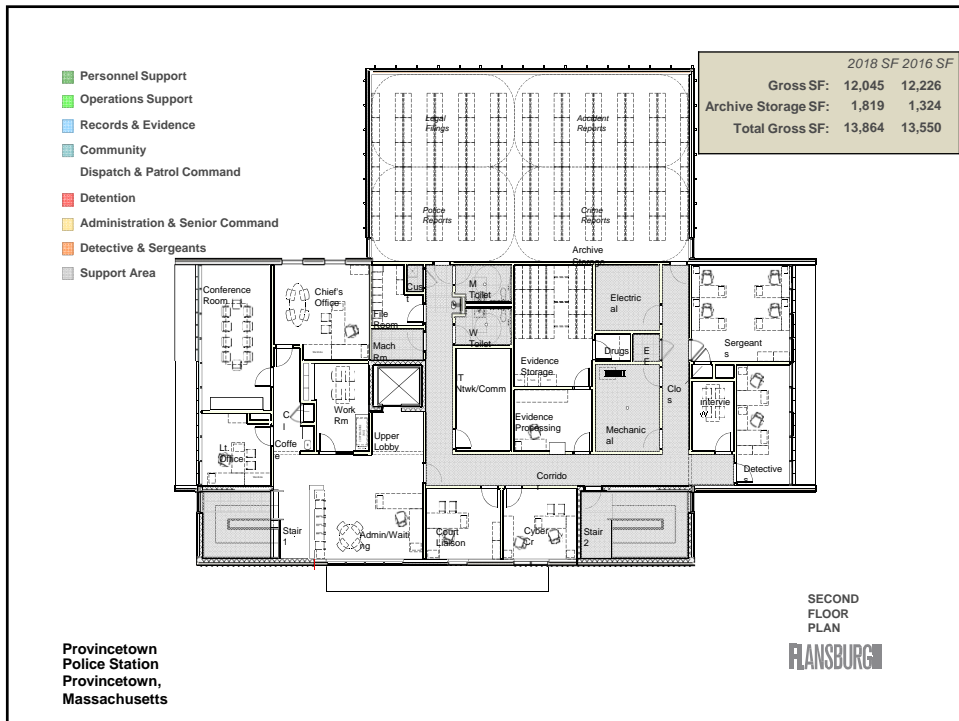
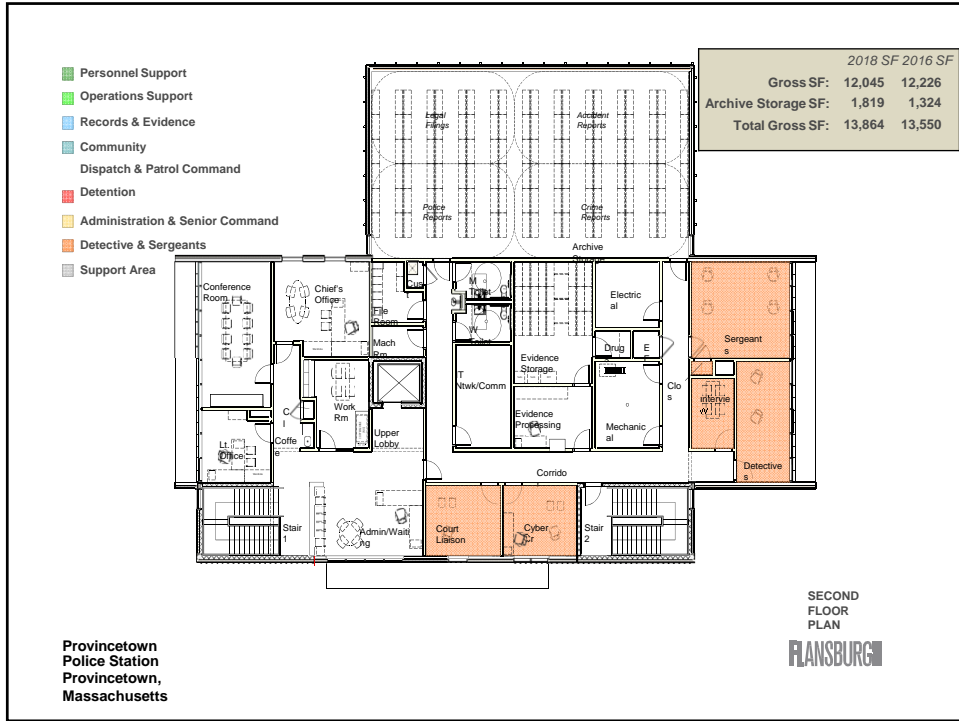












Space Summary Comparison: 2016 Conceptual Design & 2018 Preferred Option

| PROGRAM TYPE | 2016 SF | 2018 SF |
|--------------------------------------|---------------|---------------|
| PUBLIC ENTRY & PUBLIC SERVICE AREAS | 673 | 675 |
| BUREAU OF RECORDS | 452 | 450 |
| DISPATCH & PATROL COMMAND | 435 | 539 |
| ADMINISTRATION/SENIOR COMMAND | 1,396 | 1,482 |
| DETECTIVES UNIT | 633 | 508 |
| POLICE OPERATIONS | 1,344 | 1,476 |
| DETENTION | 1,516 | 1,522 |
| PERSONNEL SUPPORT | 673 | 865 |
| OPERATIONS SUPPORT | 1,026 | 859 |
| Net Square Footage | 8,148 | 8,376 |
| Gross Square Footage | 12,226 | 12,045 |
| Archive Storage | 1,324 | 1,819 |
| TOTAL BUILDING SQUARE FOOTAGE | 13,550 | 13,864 |

Net Difference in Floor Area
= 314 Sq. Ft.

Provincetown Police Station
Provincetown, Massachusetts

FLANSBURGH
11.13.2016



South Elevation



East Elevation

SEA, SKY, &
DUNES
NATURAL
MATERIALS



Provincetown
Police Station
Provincetown,
Massachusetts

FLANSBURGH



| Updated Cost Comparison | 2016 Estimate | 2018 Estimate | Difference |
|-------------------------|---------------|---------------|-------------|
| Construction Cost: | \$6,996,000 | \$9,803,350 | ~ + \$2.88M |
| Soft Cost: | \$1,505,000 | \$2,621,058 | ~ + \$1.11M |
| Total Project Cost: | \$8,625,000 | \$12,424,408 | ~ + \$3.99M |

Provincetown Police Station
Provincetown, Massachusetts

FLANSBURG

Increases in Hard Construction Costs

Increases in Hard Construction Costs:
(since 2016 estimates)

Key Cost Increases:

| | |
|------------------------------------|-------------|
| Electrical: | + \$566,000 |
| Fire Protection: | + \$164,000 |
| Plumbing: | + \$249,000 |
| HVAC: | + \$99,000 |
| Sitework: Paving; Sidewalk, Sewer | + \$621,000 |
| Contractor Profit (+4% 2019 est.) | + \$268,000 |
| Inflation Cost: (3.3% vs. 9%) | + \$610,000 |

Provincetown
Police Station
Provincetown,
Massachusetts



Increases in Soft Costs

Increases in Soft Costs:
(since 2016 estimate)

Key Cost Increase:

| | |
|-------------------------------|-------------|
| Fixtures\Furniture\Equipment: | + \$270,000 |
| Communication: | + \$364,000 |
| Soft Cost Contingencies: | + \$238,000 |

Provincetown
Police Station
Provincetown,
Massachusetts



Total Increase in Costs

Hard Construction Costs: \$2.88M

Soft Costs: \$1.11M

Total Increase in Costs: **\$3.99 M**

Provincetown
Police Station
Provincetown,
Massachusetts



| Provincetown Police Station | | | | | |
|--|----------------|--------------------|--------------------------|---------------------|--------------------|
| Updated Cost Comparison Sheet | | | | | |
| December 12, 2018 Summary | | | | | |
| Description | Estimates | | | | |
| | Kaestle - 2016 | | Flansburgh/Ellana - 2018 | | Difference |
| Building - Material and Labor | | \$4,611,000 | | \$5,498,388 | |
| Sitework - Material and Labor | | \$255,000 | | \$822,300 | |
| Trade Cost Sub-Total | | \$4,865,833 | | \$6,320,688 | \$1,454,855 |
| Design Contingency | 10.00% | \$487,000 | n/a | n/a | |
| Trade Cost Total | | \$5,353,000 | | \$6,320,688 | |
| Option 1: Fitout for Additional Basement Area | | \$124,000 | | n/a | |
| GC's General Conditions and Fee | 7.50% | \$401,000 | 15.00% | \$948,103 | |
| Overhead and Profit | 3.00% | \$174,000 | incl'd above | \$0 | |
| Hard Costs Contingency | n/a | \$773,000 | 10.00% | \$726,879 | |
| Building Permit | | | | \$39,978 | |
| Insurance and Bonds | 1.65% | \$96,000 | 1.75% | \$140,624 | |
| Location Premium | | | | \$817,627 | \$817,627 |
| Escalation to Bid Date | 3.30% | \$199,000 | n/a | \$0 | |
| Escalation to Mid Point of Construction | n/a | \$0 | | \$809,451 | \$610,451 |
| Total Construction Costs | | \$6,996,000 | | \$9,803,350 | \$2,882,933 |
| Owner's Costs (Soft Costs) | | | | | |
| Geotech | | \$30,000 | | \$30,000 | |
| Survey | | \$15,000 | | \$15,000 | |
| Arch. And Eng. Fees | | \$620,000 | | \$600,000 | |
| A/E Fee Adjustment - Allowance | | | | \$95,000 | |
| Add. Service/Reimbursable | | \$30,000 | | \$31,000 | |
| Owner Project Management (OPM) | | \$280,000 | | \$277,780 | |
| OPM Fee Adjustment - Allowance | | | | \$170,000 | |
| Structural Peer Review | | \$3,000 | | \$3,000 | |
| Utility Back charge Allowance | | \$25,000 | | \$25,000 | |
| Security System and Equipment Allowance | | \$100,000 | | \$100,000 | |
| PPD Furnishings and Furniture Allowance | | \$120,000 | | \$390,000 | \$270,000 |
| Communications Equipment Allowance | | \$240,000 | | \$604,000 | \$364,000 |
| Printing/Miscellaneous | | \$7,000 | | \$7,000 | |
| Legal/Advertising | | \$10,000 | | \$10,000 | |
| Material Testing | | \$35,000 | | \$35,000 | |
| Soft Costs Contingency | | \$0 | 10.00% | \$238,278 | |
| Total Owner's Costs | | \$1,505,000 | | \$2,621,058 | \$1,116,058 |
| Total Project Cost | | \$8,625,000 | | \$12,424,408 | \$3,998,991 |

