

LINCOLN TOWN OFFICES DESIGN SUBCOMMITTEE

· Ken Bassett · Patrice Brennan · Kathryn Corbin · Doug Crosby · Gary Davis · Ed Lang · Brooks Mostue, Chair ·
· Dick Thuma (Non-Voting) ·

MEETING MEMORANDUM No. 2012-28

DATE: January 11, 2012
AT: Lincoln Town Offices, Donaldson Room
FROM: Brooks Mostue
PRESENT: Patrice Brennan (PB) – TODS
Ken Bassett (KB)
Doug Crosby (DC) – TODS
Ed Lang (EL)
Dick Thuma (DT) – bh+A
Chris Logan (CL) – D&S
Brooks Mostue (BAM)
DISTRIBUTION: All Present
Kathryn Corbin (KC) – TODS
Gary Davis (GD) – TODS
Brett Donham (BD) – DONHAM & SWEENEY INC., ARCHITECTS (D&S)
Jeff Shaw (JS) – D&S
Susan Denham (SD) – Intern, Mt. Ida College

AGENDA

8:00	-	8:15	Review and Approve Minutes of Last Meeting
8:15	-	8:25	Update from LHDC Meeting of 1/10/12 on South Entry Design
8:25	-	8:30	Update from TOBASCO Meeting of 1/9/12
8:30	-	8:45	Update on Cost Estimate
8:45	-	9:00	Update on Owner's Program Requirements and Basis of Design
9:00	-	9:10	Update from FF&E Subcommittee
9:10	-	9:20	Update on Schedule
9:20	-	9:30	Other Business

No. ACTION ITEM

OLD ITEMS

21.09	CL	CL to confirm possible DPW moratorium on street openings for utility connections (primarily water and sewer gas). <i>11/21/11 CL has scheduled meeting with Chris Bibbo to discuss.</i> <i>DT 1/11/12 DT will schedule this meeting.</i>
23.16	CL DT	CL to ask GGD recommendation on "hybrid" induction HVAC system. <i>11/21/11 DT to inquire of Vanderweil's opinion. CL reported this system would not be GGD's first recommendation. Possible \$30k first cost savings not felt to be sufficient in light of need for glycol in system and lower efficiency boiler operation.</i> <i>1/11/12 Vanderweil reports no reservations in specifying this system. However, "hybrid" option dropped as being counter to GGD and EL recommendations and current cost estimate does not suggest budgetary need to take it. Closed.</i>
24.10	CL	CL was asked to consider acoustical ceiling treatment outside Donaldson Room. Carpet in that location was not recommended for reasons of maintenance and durability. <i>12/7/11 CL was asked to obtain proposal for review of area by acoustic consultant and to consider acoustic underlayment and carpet.</i> <i>1/11/12 CL presented \$2,500 acoustic proposal which was declined by TODS in favor of 1) having D&S engage acoustic engineer on hourly basis to review 90% set; 2) specifying carpet in lieu of linoleum on all center corridors; 3) specifying acoustic ceiling and wall materials outside Donaldson room; and 4) installing acoustic gaskets on Donaldson doors. Closed.</i>

- 25.04 JS JS to prepare official Basis of Design (BoD) document response to OPR in accordance with LEED requirements and circulate to TODS and Commissioning Agent Vanderweil for latter's review and inclusion in "Results, Findings and Recommendations Report Prior to the Start of Construction Documents".
- 25.06 CL CL to provide TODS on 12/16 with one complete hard copy of "45%" CD plans and specifications; an electronic copy to Vanderweil for "Results, Findings and Recommendations Report Prior to the Mid-Construction Documents Phase"; and an electronic copy to Cost Estimator.
*12/7/11 TODS also requests a disk of submission.
12/14/11 CL to provide TODS with:
Drawings: 1 disk pdf's, 1 set 11x17, 1 set half size to scale, 1 set full size, 1 set on web.
Specifications: 2 hard copies, 1 disk pdf's
1/11/12 Completed/closed.*
- 25.12 CL CL will obtain work order from NStar for utility relocation.
12/7/11 GGD has placed orders for both NStar and gas connections.
- 25.13 CL CL will have landscape architect send KB specification for grass~~crete~~ at enclosure service area.
1/11/12 Completed/closed.
- 26.02 DT DT to arrange conference call among Vanderweil, D&S, GGD, DT, and interested TODS members to try to bring closure to OPR document for adoption by TODS at next meeting. (From MM25.03)
*12/14/11 Call held on 12/12/11 Completed/closed.
1/11/12 OPR in final revision stages. Meeting among all parties to resolve open items scheduled for Friday, 1/13 is open to public.*
- 26.04 Chestnut paneling in Donaldson Room being removed and stored ~~by volunteers~~ under contract by David Menken.
1/11/12 Revised plan is for Contractor to remove, protect, store, rework, and reinstall under renovation contract. Closed.
- 26.09 CL CL will issue lighting plan revisions to Chris Reilly for record of refinements.
*12/14/11 CL to review exterior revisions with KB before submitting to Chris Reilly.
1/11/12 Revisions were reviewed today at conclusion of meeting. Completed/closed.*
- 26.10 CL CL to investigate plan for Verizon and ComCast service relocations.
- 26.11 CL CL to investigate plan for Fire Department alarm connection.
1/11/12 Temporary connections during renovations are in place. Permanent connection requirements are in bid documents. Completed/closed.
- 26.12 CL CL to ask GGD whether septic system gooseneck can be located within mechanical enclosure.
*1/11/12 Gooseneck requires good ventilation and should not be placed within enclosure..
Completed/closed.*
- 27.02 LEED scorecard will be revisited in January after cost estimate is received.
- 27.03 CL CL will ask cost estimator to provide pricing to delete floor opening at second level separate from pricing to delete natural light openings up to cupola.
1/11/12 Pricing indicated maximum savings in vicinity of \$50k to delete both. TODS felt these items were central to design and should not be deleted. Current cost estimate does not suggest budgetary need to take it. Closed.
- 27.04 KB KB to review final grading plan submitted to Planning Board and LHDC.
1/11/12 Revisions were reviewed today with CL at conclusion of meeting. Completed/closed.
- 27.05 CL will be meeting next week with Chuck Miller and Jim Cunningham regarding IT requirements.
- 27.06 DT DT to confirm with Anita Scheipers that no closed circuit TV security system required.
1/11/12 None required. Completed/closed.
- 27.07 DT DT to confirm with Anita Scheipers any need for touch pad locks in selected areas.
- 27.08 CL CL to consider removing door (and entire hallway partition?) from ground level copy room.
1/11/12 Currently deleted, but subject to LEED review.
- 27.09 EL EL to reformat his draft OPR rev2 2011-12-09 TODS.docx into LEED's six standard categories with assistance from GD and distribute to all prior to Friday, 12/16.
1/11/12 Completed/closed.

- 27.10 Vanderweil to review and comment on reformatted OPR along with 12/16 Progress Set and D&S BOD.
- 27.11 LHDC meeting to review South Entry scheduled for 1/10/12. Submission must be made by 12/22.
*1/11/12 LHDC approved Option A as revised with TODS MM26.05 comments.
 Completed/closed.*

NEW ITEMS

- 28.01 Minutes of last meeting were approved.
- 28.02 CL CL encouraged to investigate further possible salvage items, including light fixtures, and hallway oak in addition to generator transfer switch, exterior front entry light fixture, and Donaldson Room paneling already specified.
- 28.03 BAM conveyed recommendation of BAM, EL, GD, DT, and Vanderweil that TODS direct D&S to design windows as single hung with sash locks to 1) reduce possibility of damage to finishes from condensation and related degradation of indoor air quality from mold, and 2) optimize energy conservation. Users will be able to open sash with knowledge of building maintenance, which would then temporarily shut down HVAC system in that area. Recommendation was accepted.
- 28.04 CL presented a Draft Cost Estimate based on 45% CD set in amount of \$5,011,238 containing 0% escalation and inclusive of \$120,000 lump sum bidding contingency. Four deduct alternates and one add alternate were presented:
- Deduct 1: <\$~50,000> Eliminate both skylight opening to cupola and second floor opening.
 - Deduct 2: <\$~25,000> Eliminate skylight opening to cupola; keep second floor opening.
 - Deduct 3: <\$~5,000> Change linoleum flooring to vinyl and eliminate ceramic tile wainscot in bathrooms
 - Deduct 4: <\$~21,000> Change 4-pipe HVAC induction system to 2-pipe.
 - Add 1: \$44,000 Add condensate switching at all operable windows.
- 28.05 TODS directed CL to incorporate following changes in CD's:
- Carpet all corridors for acoustic improvement, maintenance, and first cost savings.
 - Delete ceramic tile wainscot in all bathrooms as no heavy use is anticipated.
 - Delete high density storage systems, provide slab preparation for their future installation, and reallocate estimated cost of systems to FF&E budget.
- 28.06 TODS found the Draft Cost Estimate within TOBASCO budget limits as follows, and authorized D&S to proceed with CD's accordingly and without preparing Add or Deduct Alternates:
- ESTIMATE

\$ 5,011,238.	Base Estimate including design contingency
< 52,079.>	Reallocate HD storage system and mark-ups
< 2,159.>	Delete ceramic tile wainscot and mark-ups (estim.)
< 122,000.>	Remove design contingency
\$ 4,835,000.	Adjusted Estimate
 - TOBASCO AUTHORIZED BUDGET

\$ 4,882,000.	Authorization exclusive of design contingency
< 40,000.>	Reallocate HD storage without mark-ups to FF&E budget
\$ 4,842,000.	Comparable TOBASCO Budget
- 28.07 DC updated TODS on FF&E progress and successful meeting with Tim Higgins. Highlights include:
- Recommended design changes in Donaldson Room from furniture plan shown in 45% set to smaller (10' long) table, fewer chairs, and narrower bookcases at outside wall
 - SD will be meeting second time with users
 - SD is working from Mission Statement to create warm, welcoming, light, airy aesthetic of low contrast colors, natural and sustainable materials, openness, and consistency in public areas
 - Furniture to be modular "systems case goods", "transitional" design, understated, low, with real wood tops and pedestal bases

- 28.08 FF&E Subcommittee will make presentation to TOBASCO at next meeting on Monday, 2/6.
28.09 A D&S meeting is scheduled for Friday, 1/13 to further clarify security and IT requirements.
28.10 DT DT to obtain proposal for third party design review of 90% set in lieu of 90% Cost Estimate.
28.08 Schedule for next steps:
- 1/13 OPR meeting with CxA and Design Team
IT/Security meeting
 - 1/27 D&S send 90% set to print
 - 1/30 D&S distributes prints to CxA, TODS, Lincoln Building Inspector, and third party reviewer (if any)
 - 1/31 Advertisement in Central Register
 - 2/1 Next scheduled TODS Meeting
 - 2/3 All comments due back to D&S
 - 2/6 Next scheduled TOBASCO Meeting
 - 2/10 Bid set available to contractors

DOCUMENTS DISTRIBUTED AT MEETING

- David Coate Consulting (Re: Donaldson Room Sound Isolation), January 9, 2012 (3 pages)

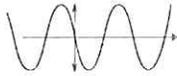
NEXT MEETING: 800 to 9:30 a.m. Wednesday, February 1, 2012.

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REC'D 1.11.12

David Coate Consulting

Acoustics • Vibration



January 9, 2012

Chris Logan, Project Manager
Donham & Sweeney Architects
68 Harrison Avenue
Boston, MA 02111

Subject: Lincoln Town Offices
Donaldson Room Sound Isolation
Proposal No. 2012-1

Dear Chris:

I understand that part of your renovation of the town offices in Lincoln, Massachusetts the town is interested in possible means to reduce sound transmission into the Donaldson meeting room. The meeting room door is intentionally kept open during public meetings and as a result, sound from people just outside the door apparently can be heard inside the room at certain times.

In the new design of the interior spaces, sound from the lobby may also have an acoustical path into the meeting room.

This proposal includes an assessment of the potential degree of acoustical intrusion into the meeting room and the effect of adding various architectural acoustic treatments to the lobby ceiling and spaces immediately adjacent to the meeting room. While 3D acoustical computer modeling is possible for such an analysis, it is not proposed in this case. Instead, I plan to use more basic modeling techniques which by nature would generate more approximate results.

SCOPE OF SERVICES

Task 1. Review Plans

DCC will review the design plans with regard to the previous and proposed acoustical situation.

Task 2. Site Visit

A site visit to assess the current meeting room condition as well as some basic acoustical measurements may be beneficial to serve as a baseline condition.

Task 3. Acoustical Treatment Analysis

Based on estimates of the amount of sound isolation and sound intrusion into the Donaldson meeting room, DCC will estimate the range of improvement based on placement of

acoustical absorption treatments. Acoustical treatments in this case can range from acoustical plaster to absorptive treatments such as mineral wool hidden behind a perforated layer.

Task 4. Report

DCC will prepare a brief technical memorandum that summarizes the results of this work and will include treatment recommendations (if deemed necessary).

Costs

I propose these services on a time and materials basis in accordance with the attached terms and conditions not to exceed \$2,500 without your approval. My current rate is \$170 per hour.

Please sign in the appropriate space below to authorize these services. Thank you for the opportunity to submit this proposal, and I look forward to working with you on this interesting project.

Sincerely,

David E. Coate

Accepted by:

(Name)

(Title)

(Date)

TERMS AND CONDITIONS

David Coate (Consultant) will perform the services specified in the Scope of Services contained in this proposal in accordance with the following terms and conditions.

A. COMPENSATION

Client will compensate Consultant on a time-and-materials basis OR fixed price basis as specified in the proposal letter.

1. Time and Materials

a. Best efforts: Consultant will use its best efforts to complete the Scope of Services within the estimated price specified in its proposal. Consultant will not continue performance or incur obligations beyond the estimated price without Client's authorization of additional funds to cover such continued performance.

b. Professional Staff: Consultant will furnish services at a standard hourly rate at the time services are provided. Hours in excess of eight per day will be charged at the standard hourly rate without premium.

c. Other Services and Cost: Expenses incurred by Consultant that are necessary for the completion of the Scope of Services, including travel and subsistence and other supplies and services obtained from third parties, are reimbursable at cost plus a 10% handling charge. Other services provided by Consultant including instrumentation usage and document reproduction are billed at standard commercial rates. All applicable sales and use taxes and custom duties will be charged in addition.

2. Fixed Price

a. Services Specified: Consultant will deliver the services specified in the Scope of Services on a fixed price basis. If the fixed price is specified to include only professional services, expenses will be billed in accordance with paragraph A.1(c) above. All applicable sales and use taxes and custom duties will be charged in addition.

b. Additional Services: Services outside the proposed Scope of Services shall be considered Additional Services. Unless otherwise agreed, Client shall pay for Additional Services on a time-and-materials basis as outlined in paragraph A.1 above.

3. Payments

Invoices for time-and-materials agreements are rendered based on professional staff services and associated expenses furnished by the Consultant. Invoices for fixed price agreements are rendered monthly based on a percent-of-completion basis unless a schedule of payment is otherwise agreed upon. Invoices are payable on receipt.

B. OWNERSHIP OF DOCUMENTS

Drawings and other documents prepared by the Consultant under this Agreement which are delivered to Client shall be the property of the Client for use only on this project. The Consultant may retain copies for information and reference. Client shall not make changes in drawings and specifications

prepared by the Consultant without the Consultant's prior written authorization.

C. LIABILITY

The Consultant shall indemnify Client for direct damages resulting from negligent acts or negligent omissions by Consultant in performance of its work hereunder. Consultant carries Comprehensive General Liability Insurance. Consultant shall not be liable for any special, incidental, or consequential damages. In no event shall Consultant's Liability for damages for any reason in contract, tort (including negligence), warranty or otherwise exceed the greater of \$25,000 or two times the price of the services provided by Consultant under this agreement.

D. UNFORSEEN CIRCUMSTANCES

The Consultant shall not be in fault of its obligations to the extent that its performance is delayed or prevented by causes beyond its control, including but not limited to acts of God, delays in delivery by vendors, and strikes or other labor disturbances.

E. TERMINATION

Either party may terminate this Agreement in whole or in part at any time by written notice to the other; such notice is effective upon receipt. In the event of such termination, the Consultant shall be compensated in accordance with this Agreement for the services rendered and expenses incurred or committed to prior to the effective date of notice of termination.

F. GENERAL

1. This Agreement, including any appendices attached hereto, constitutes the entire agreement between parties with respect to the subject matter hereof and supersedes all prior agreements, whether oral or written, between the parties with respect to such subject matter. Different or additional terms contained in documents supplied by Client shall not apply. This Agreement may be modified only by written agreement of Client and the Consultant and is binding on their respective successors and assigns.
2. Interpretation, construction and enforcement of this Agreement shall be pursuant to the laws, statutes, and regulations of the Commonwealth of Massachusetts.
3. The rights and obligations of paragraph B, C, and F shall survive the completion or termination of this Agreement.