

Town of Chelmsford
Permanent Building Committee
9 Alpha Rd. Chelmsford, Ma 01824
Meeting Minutes
April 15, 2025

Members Present: Chair Tim Powderly, DPW Director Christine Clancy, Debra Belden, Evelyn Thoren, Michael Moore, Michael Donoghue

Other Town Staff Present: Manager Paul Cohen, Fire Chief Gary Ryan

Meeting was called to order at 6:32PM by Mr. Powderly.

All documents referenced in these minutes are available for review at the Town Manager's Office, 50 Billerica Rd., Chelmsford Town Offices Building. This meeting was recorded by Michael Donoghue and Christine Clancy.

Public Input:

Two residents of Washington Street, North Chelmsford, MA expressed concern of the replaced siding of the North Fire Station, commenting that the new metal siding looks like a warehouse and does not match the character of the neighborhood. The residents asked the Town to consider some type of repair, replacement, or painting/covering, or possibly landscaping features.

Mr. Powderly responded that we would follow up with Weston and Sampson for some options. The metal siding was recommended by Weston and Sampson since the previous brick veneer failed.

**North Fire Station Renovation Project-35 Princeton St.-Engine 2
-Status Update**

Chief Ryan provided a status update of the repairs to the North Fire Station. Chief Ryan will be setting up a punchlist walkthrough upon the completion of the repairs. The Stucco work still remains to be completed once warmer weather approaches.

Fire Stations – 260 Old Westford Road- Engine 3 and 295 Acton Road – Engine 5

-Status Update

Ten Proposals in response to the OPM RFP were received on 3/27/25 from the following consultants: Atlantic, CHA, CMS, Colliers, Leftfield, LirRo-Hill, P3, PMA, Socotec, and Trident-Terva. The RFP review committee included Mike Donoghue, Mike Moore, and DPW Director Christine Clancy.

Prior to meeting on 4/3/25, each candidate reviewed each proposal individually and rated them based on the scoring criteria provided in the proposal: Highly Advantageous, Advantageous, or Not Advantageous.

Each review committee member individually listed their top three ranked firms based on their individual criteria ratings. They were listed as follows.

Mike	PMA	CHA	Leftfield
Mike	PMA	CHA	Leftfield
Christine	PMA	Leftfield	Terva

The group discussed each of the proposals listed above and identified any strengths or uniqueness in their proposals. From the scoring criteria, the group agreed to shortlist the following three candidates – Leftfield, CHA, and PMA.

The interviews were completed on Thursday, April 11, 2025 at the DPW. PMA was unavailable on 4/11/25 and their interview was scheduled for Monday, April 14, 2025. The presentations were 20-25 min of presentation followed by 10-15 minutes of Q&A.

The topics discussed as part of the firm’s presentation:

1. Project Team Overview and Role Introduction
2. Provide specific fire station project (complete or in progress) and explains challenges encountered during that project
3. In regards to proposed Fire Stations 3 and 5, identify 3 risk items and what mitigation is recommended to control/handle each risk

Each firm highlighted each above topic. All spoke about similar risks for the Fire Stations 3 and 5: Maintaining existing fire station service/providing of temporary facilities, schedule/resource considerations, abutter coordination, and market uncertainty. Both Leftfield and CHA have or are working with TGAS, the current designer.

The team reached out to references to receive feedback on each of the 3 shortlisted teams.

Upon completion of the interviews, the selection committee met to discuss the three interviews. Each committee member listed their rankings of the 3 firms, with the first being the highest ranking. The rankings were the following:

Mike	Leftfield	PMA	CHA
Mike	Leftfield	PMA	CHA
Christine	Leftfield	PMA	CHA

Upon discussion of each individual ranking, the committee decided to recommend Leftfield as the OPM for the Fire Station 3 and 5 Project.

The group discussed the subcommittee’s recommendation. It was discussed that Leftfield has also been chosen as the OPM for the Parker Middle School project but the timing of both projects should not interfere with each other in terms of available resources from Leftfield.

Motion by Ms. Thoren to recommend to the Select Board to advance scope and fee negotiations with Leftfield and present the scope and fee to the Select Board for approval –Motion seconded by Mr. Moore. Motion carries, unanimous, 6-0.

South Row Roof Replacement with the MSBA Accelerated Repair Program

-Status Update

The MSBA have designated an OPM and Designer for this project. Contracts with both the OPM and Designers have been executed for the feasibility phase of the project. Socotec has been assigned as the Designer and PCA360 has been assigned as the OPM. A schematic submission for the project is proposed for the end of April. A cost estimate is pending, but given industry costs, it is anticipated that this project will cost at least a few million dollars, with approximately 52% MSBA eligibility/reimbursement. Town Manager Cohen indicated that he will request to schedule a Special Town meeting to appropriate the necessary funding for the project. The Special Town meeting will likely be in June 2023 so that the project proceed, be procured end of this calendar year, and construction in summer 2026.

Meeting Schedule:

The next regular meeting will be 5/6/25.

Meeting Minutes Approval:

Motion by Ms. Thoren to approve 2/25/25 Permanent Building Committee meeting minutes submitted by Christine Clancy. Seconded by Mr. Moore. Motion carries, unanimous, 6-0.

Adjournment:

Motion: by Ms. Thoren to adjourn the meeting at 6:48 PM. Seconded by Mr. Moore. Motion carries, unanimous, 6-0.

Respectfully submitted,
Christine Clancy