

TOWN OF LAKEVILLE

FIRE STATION BUILDING COMMITTEE

Approved: December 19, 2022

Amended: June 26, 2023

MEMBERSHIP

The Select Board shall appoint a Fire Station Building Committee (hereinafter referred to as Committee) which shall consist of nine (9) Members to be appointed for a one (1) year term. The Committee will consist of a Member of the Select Board or their designee, the Fire Chief, Town Administrator, Building Commissioner, a designee from the Finance Committee and three (3) Members-at-large. The Select Board shall endeavor to appoint individuals with technical expertise in design, construction, engineering, and/or project management, or have other skills and knowledge to assist the Board in the construction of a new facility.

The Committee Members shall meet at designated dates, times and locations that are convenient to its Members, as well as, promoting public participation. All meetings are to properly posted and open to the public, in accordance with the Massachusetts Open Meeting Law. Minutes of each meeting shall be prepared and approved by the Committee within 30 days of any meeting and distributed to the Select Board.

CHARGE

The Committee shall be responsible for the administrative oversight of the construction of a new Fire Station in the Town of Lakeville. Duties of the Committee shall include, but not be limited to, the following:

1. Supervise the work of the Project Manager and Project Architect and administer their services agreements respectively;
2. Work with the Project Manager and Project Architect to identify a preferred location from the three potential sites identified in the 2022 feasibility study.
3. Work with the Project Manager and Project Architect to insure that the general contractor selected for the project constructs the new building in accordance with the plans, specifications and contract requirements developed by the Project Architect or other such parties;
4. Provide periodic reports, no less frequent than quarterly, to the Select Board to provide project status as it relates to construction progress, funding status and other such issues as deemed necessary;
5. Conduct site meetings periodically as suggested by the Project Manager. Said meetings shall include the Project Architect, Project Manager and representative (s) of the general

contractor, to discuss project status, construction progress and time schedule, site/building issues, questions regarding specification or plan details, and other such matters that need to be addressed/coordinated;

6. Work with the Project Architect and Project Manager to coordinate the delivery of furniture, furnishings and equipment in anticipation of building occupation;
7. Review with the Project Architect and Project Manager requests for payment from the general contractor or various independent vendors and submit requests for payment (full or partial) to the Town Accountant in accordance with Contract requirements and/or Massachusetts General Laws;
8. With the advice of the Project Architect and Project Manager, make decisions on matters necessary to allow continued construction progress by the general contractor or his subcontractors. Decisions having a financial impact on the project shall be codified by a formal Change Order. Change Orders in an amount of \$20,000 or less may be requested by the Building Committee and approved by the Town Administrator. Change Orders exceeding this amount shall be presented to the Town Administrator and will require approval of the Select Board to proceed. Such work associated with any Change Order shall not be undertaken until the Change Order has been approved, unless an emergency exists or circumstances arise that require the work to be effectuated before the opportunity exists to submit the Change Order to obtain approval from the Select Board. In such instance, the Change Order must be presented to the appropriate parties as soon as practicable;
9. Work with the Project Architect and Project Manager to develop at or near project closeout a punch list of work remaining to be done to insure that either the work gets completed or the Town receives a credit for such incomplete work;
10. Work with the Project Architect, Project Manager, Fire Chief and other Department personnel to develop a coordinated, sequential move of staff and functions from the existing Fire Station to the new facility. Given that emergency services are provided on a 24/7 basis, it is imperative the move be seamless, particularly as it relates to the operability of communications, dispatch and computer equipment;
11. Work with the Project Architect and Project Manager to insure that any and all documents, communications, as-built plans and specifications, manufacturer's product information and warranties be archived in an orderly and coordinated fashion;
12. Work with the Project Architect and Project Manager to coordinate testing of systems to insure code, warranty and specification compliance, and to submit any paperwork necessary to maintain warranty coverages; and

13. Any other responsibilities necessary to successfully accomplish the construction of the new Fire Station in accordance with the terms and conditions of the project's plans and specifications and the funding allocated for the project.