



**Police Station Building Committee  
Agenda & Meeting Packet  
August 23, 2023**

Meeting will be held at the **Municipal Building**  
2nd floor, Council Chambers  
355 East Central Street  
6:00 PM

**A NOTE TO RESIDENTS:** All citizens are welcome to attend public board and committee meetings in person. Meetings are also live-streamed (and archived) by Franklin TV on the [Franklin Town Hall TV YouTube channel](#). Meetings are also shown live and on repeat on Comcast Channel 11 and Verizon Channel 29. In an effort to maximize citizen engagement opportunities, citizens are welcome to continue to participate remotely via phone OR Zoom.

The Link to access the meeting via Zoom for the August 23, 2023 Police Station Building Committee meeting is below:

- Zoom Link [HERE](#) -- Then click "Open Zoom".
- Or copy and paste this URL into your browser: <https://us02web.zoom.us/j/86079876553>
- Call-In Phone Number: Call 1-929-205-6099 and enter **Meeting ID # 860 7987 6553** --Then press #
- Participants are muted upon entry into the Zoom platform and will not be able to unmute themselves without permission from the Zoom host. To request permission to unmute, please use the "raise hand" function on your Zoom screen.

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**Agenda:**

1. Town Clerk Oath of Office
2. Introduction of Members
3. Overview of public construction projects
  - a. [Facilities Director memo](#)
4. Future Meeting Schedule

This is a meeting of the Franklin Town Council Sub-Committee; under the Open Meeting Law, this subcommittee is a separate "public body" from the Town Council. Therefore, unless the Town Council has separately notified and posted its own meeting, Councilors who are not members of this subcommittee will not be permitted to speak or otherwise actively participate @ this meeting, although they may attend and observe. This prohibition is necessary to avoid the potential for an Open Meeting Law Violation

# Town of Franklin

355 East Central Street  
Franklin, Massachusetts 02038-1352



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OFFICE OF THE TOWN ADMINISTRATOR

## Memorandum

August 18, 2023

To: Police Station Building Committee  
From: Mike D'Angelo, Facilities Director

**Re: Police Station Building Committee Steps**

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All steps are based on [Chapter 149](#) vertical construction statute.

- 1) [Hire an OPM \(Owner Project Manager\)](#)
  - Put out an RFP inviting firms to submit non price proposals
  - Walkthrough for prospective firms
  - Evaluate proposals and short list
  - Interviews for 3 firms
  - Price negotiation with TA
  - Contract signing
- 2) Hire an Architect
  - Put out an RFP inviting firms to submit non price proposals
  - Walkthrough for prospective firms
  - Evaluate proposals and short list
  - Interviews for 3 firms
  - Price negotiation with TA
  - Contract signing
- 3) Schematic Design (Conceptual design)
  - Develop program
  - Site Selection
  - Purchase if needed
  - Complete schematic design and rough budget estimates
  - Frequent Building committee meetings
  - (At every step of design Architect and OPM provide committee estimates)

#### 4) Design Development (Refine Design)

- Engineers: Mechanical, electrical, plumbing, structural, civil start to develop their rough designs based on architect preliminary design
- Frequent building committee meetings
- Much more detailed estimates

#### 5) Construction Documents

- Phase takes several months fleshing out and putting together actual bidding documents and specifications. Frequent review of documents by OPM and Facilities staff.
- Regular Building committee meetings
- Final pre bid estimates take place

#### 6) Bidding

- Subcontractors and General contractor prequalification
- Advertising in Central Register
- Receive subcontractor bids and issue to general contractors
- Receive general contractor bids

#### 7) Construction

- Prepare contracts
- Receive bonds
- Contract signing
- Preconstruction meeting
- Weekly construction meetings
- Monthly Building Committee meetings