

# Permanent Building Committee

## Policies & Procedures

*Approved 7/12/18*

Article 14 of the Town bylaws establishes and addresses the role of the Permanent Building Committee. The membership of the PBC, as appointed by the Town Moderator, shall be comprised of the following residents: an attorney, an architect, an engineer, an individual primarily engaged in the construction industry, and a citizen at large. A non-voting temporary member may be appointed by the Committee for a specific project for as long as the Committee is exercising its function with respect to that project. The School Committee shall appoint a temporary member who will have voting privileges for School House Projects. Terms of appointments are three years.

The committee shall be responsible for the following on projects estimated to cost more than \$500,000.

- Financial estimates and requests for funding at Town Meeting
- The design of the project
- Construction of the project for which funds are appropriated to the Committee
- Achieve the goals for the proposing entity

Project procedures shall generally follow the path and description provided below:

**Notification:** The Proposing Entity informs the PBC that a Project Feasibility Study is being undertaken. These projects will be included in the five-year capital plan. Upon completion of the study, the Proposing Entity provides the information to the PBC regarding the projects' goals and financial requirements. The project goals should include a statement of program needs with data to support and justify the program. The program needs are established through:

- Origin of need, program or maintenance
- Analysis of existing space
- Description of existing program and new program that illustrates the services to be provided
- Site evaluation

Upon review of the Feasibility Study and cost estimates submitted by the Proposing Entity, the PBC will make any necessary adjustments to the proposed scope of work and cost estimates move on to the next phase.

**Appropriation:** If the Proposing Entity intends to secure project funding at Town Meeting (Annual or Special), it shall submit all project information including cost estimates to the PBC 120 days before the Annual or Special Town Meeting. The PBC will engage with the Proposing Entity in the following areas:

- Identifying space requirements to accommodate desired services and satisfy the programmatic needs
- Analysis of environmental issues

- Site and traffic considerations
- Permitting requirements
- Budgetary cost estimates
- Project execution costs
- Possible funding strategies

The PBC will then confirm the project costs and schedule and prepare for submission to Town Meeting. The Proposing Entity will advocate for the project at Town Meeting while PBC presents budgetary costs and probable schedule. Projects are typically presented for appropriation requests in two phases; phase one is for design and bidding and phase two is for construction.

**Design Review:** Once funding is available, the PBC becomes fully responsible for the project; therefore, all decisions and changes shall be made by or through the Committee. The Committee, at their option, may continue with the feasibility Consultant or decide to procure services from a different vendor, under a separate M.G.L. Chapter 7 Designer Selection Process. Concurrently, if the project value is greater than \$1,500,000, the PBC will procure the services of an Owner’s Project Manager (OPM) through Chapter 7 M.G.L. process. Upon appropriation of funds, the Design Review Board shall be notified of the project. The PBC will administer the consultant contracts as part of its duties.

The Committee shall review periodic and final design submissions and provide feedback with regard to all aspects of the project, its permitting, and execution, ensuring the design is responsive to the Proposing Entity’s and the Town’s goals and other project requirements. The PBC shall also consider and determine the most appropriate procurement strategies for the construction of the project.

The PBC will be dependent on the Proposing Entity to review program elements, designs, and other user issues and give timely and relevant feedback to the PBC and Design Team to ensure the project goals are being met.

**Construction:** The PBC shall assume responsibility for all project supervision during construction. These tasks shall include:

- Administration of the construction contract as the designated “owner”
- Requisition and change order review and approval
- Schedule review and approval
- Resolve issues and disputes
- Review and respond to issues affecting quality, schedule, and budget
- Fixtures, furniture/furnishings, and equipment contracts
- Review and respond to Proposing Entity questions, concerns, and requests
- Approving close out of the project

**Other Functions:** The PBC, with the support of FMD staff, will also facilitate:

- Permitting
- Designer Selection
- Procurement Strategies
- User Group Interaction
- Legal and insurance matters

- Training
- Coordination of moves

The staff under the FMD Director dedicated to supporting the PBC shall consist of

Design & Construction Manager

Projects Assistant

Project Manager

**Town Meeting:** Wellesley conducts Annual Town Meetings (ATM) in the spring and often has Special Town Meetings (STM) in the fall and on occasion in the spring. At Town Meeting, the Proponent Board or Committee representing the proposing entity will make a broader presentation advocating for the project's approval, including the history/background, need for the project, and the resulting program developed in the Feasibility Study. The PBC cannot advocate for the project; rather it presents an overview of the proposed design of the project for which the funding is required, using information provided by the designer and/or OPM. The PBC presentation is two part, the first of which includes a focus on the design and associated elements. The second part is a review of the design and construction budgets (design or construction) and schedule. The PBC will give an opinion as to the viability of both. The likely method to be used for procurement of the project under public bid regulations and laws is also discussed.