PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: August 6, 2018	Time: 7:30 PM	Location: Library

Attendance

PPBC Members:	Present: George Kent, Stuart Chandler, Richard Creem, Roy Schifilliti, Gene Voloshin Absent: Natasha Espada, Irwin Silverstein	
PFDC Staff:	Steve Popper (Director of Design and Construction) Hank Haff (Sr. Project Manager) Mike Retzky (Project Manager) Ken Sargent (Sr. Project Manager)	
User Representatives:	Patty Carey	Park & Recreation Director, Rosemary Rep.
	Matt Borelli	Selectman, Memorial Park Rep.
	Heidi Black	School Committee, High School Rep.
	Susan Neckes	School Committee, Hillside/Williams Rep.
	Michael Kascak	Hillside Principal, Hillside/Williams Rep.
Other Attendees:	Walter Tsigler	Bargmann Hendrie & Archetype
	Mike Fields	Winter Street Architects
	Don Walter	Dore & Whittier Architects
	Michele Rogers	Dore & Whittier Architects
	Phanna Chang	Consigli Construction
Minutes prepared by:	Kathryn Copley	Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the July 23, 2018 PPBC meeting. Mr. Creem made a motion that the Committee approve the minutes as presented. Mr. Chandler seconded the motion. The motion was then voted upon and approved.

B. Rosemary Recreation Complex

Patty Carey (Director Park & Rec.) and Walter Tsigler (BH+A) attended the meeting.

Mr. Retzky reported on the progress of the project. The phones have been installed. Modifications to the sewer ejector pump are being completed. The mechanical subcontractor is taking responsibility for downsizing the pipe diameter and has contacted their insurance company to pay for the error. There is now a dedicated line to the lower level drains. Inspection of this is anticipated on Wednesday.

It is anticipated that the Temporary Certificate of Occupancy will be obtained by the end of this week (obtained on Friday).

Punch list items are being worked on. A combination of temporary and permanent railings have been installed. The Contractor will not be working on the site while the pool is open to the public. Some interior building fit-up work may continue through August. The Wi-Fi is expected to be installed in August and the Audio Visual equipment will be installed in September. The majority of the remaining items will be put off until after the pool closes for the season.

The Committee reviewed Change Order #15 from G&R Construction in the amount of $14,640.00 for six adds. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #14 from G&R Construction in the amount of $1,243,402.02 for July 2018 services. A partial reduction of retainage was made in the amount of $65,876.07. The invoice was reviewed and approved by the Architect and Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Bargmann Hendrie & Archetype in the amount of $3,361.50 for services thru June 2018. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Carey seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from UTS of Massachusetts in the amount of $1,385 for services thru July 2018. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from CDW-G in the amount of $19,425.41 for Aruba Switches within the Technology Budget. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed the first invoice from Connectivity Point in the amount of $7,723.15 for installing the telecommunication system. This is within the FF&E Budget. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Carey seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Rist-Frost-Shumway in the amount of $4,620.00 for June 2018 commissioning services. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Budget Update, Req. #14, invoices

C. Memorial Park Building

Matt Borelli (Selectman) and Mike Fields (Winter Street Architects) attended the meeting.

Mr. Retzky reported on the progress of the project. The site preparation for the demolition has started. The site fencing is up. The utilities have been disconnected. Hazardous material removal has been done in the building. Asbestos may be found in the exterior piping. The building demolition is anticipated to occur this week after the demolition permit is received. A temporary waterline has been installed for the irrigation. Temporary power has been installed to the scoreboard and gazebo.

The schedule was reviewed. Submittals have been arriving at the Architects office. Foundation work is anticipated to start soon.

The Attorney General's Office made a decision regarding the bid protest. The decision was in favor of the Town's position and the lowest bidder was awarded the electrical filed sub bid.

The Committee reviewed Requisition #1 from G&R Construction in the amount of $176,795.00 for July 2018 services. The invoice was reviewed and approved by the Architect and Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Winter Street Architects in the amount of $9,300.00 for June 2018 services. Mr. Kent made a motion that the Committee approve the change order. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Schedule Outline, Updated budget, Invoice

D. High School Expansion

Heidi Black (School Committee), Don Walter (Dore & Whittier) and Phanna Chang (Consigli) attended the meeting.

Mr. Haff reported on the progress of the project. Welding is complete. The slab on deck is complete. Exterior walls are being installed. The gym and storage area addition is ongoing. It is anticipated that the gym storage area addition will be turned over to the school on September 12th. The exterior drain found conditions work delayed its completion.

Planning will be asked for a deminimis change to allow phase turn-over of the building. Phase 1 is the interior classrooms anticipated to be the end of August, Phase 1.a is the gym storage addition anticipated to be complete by 9/12/18, Phase 2 is Gym A after the bleacher installation anticipated to be complete by 9/21/18 and Phase 4 will be the classroom addition anticipated to be complete by 10/9/18. The site work is anticipated to be complete by October 17th. An updated schedule, which factors in inspectional releases, will be prepared next week. The school is preparing for a phased turnover.

The chillers are now connected. There will be a simple start up on Wednesday. By next Wednesday the connections and programming will be complete. Commissioning should be complete by August 20th.

The budget was reviewed. The Contractor is putting in significant overtime and the sub-contractors are working overtime also. The contingency balance is currently at $187,864.

Material delivery for the gym storage addition could become an issue. The lighting for the gym is anticipated on August 27th. The wrong lights were initially ordered.

The Committee reviewed CO #6 from Consigli Construction in the amount of $80,391.00 for ten adds and one credit. The change order was reviewed and approved by Mr. Haff and Dore & Whittier. Mr. Kent made a motion that the Committee approve the change order. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #6 from Consigli Construction in the amount of $1,907,827.18 for July 2018 services. The requisition was reviewed and approved by the Architect and Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from UTS of Massachusetts for field testing in the amount of $6,531.25 for services thru July 2018. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of $80,294.32 for services thru July 2018. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Daedalus in the amount of $10,500.00 for construction supervisory support services thru July 2018. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Rist-Frost-Shumway in the amount of $445.00 for June 2018 commissioning services. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Updated budget, Construction Managers Report, Look Ahead Schedule, Req. #6, CO #6, Invoices

E. Sunita L. Williams (Hillside) Elementary School

Susan Neckes (School Committee), Michael Kascak (Principal) Don Walter (Dore & Whittier) and Bill Roche (Daedalus) attended the meeting.

Mr. Roche reported on the progress of the project. The overall project is at 35% completion. All concrete in the building is placed and other work can progress. Site concrete is ongoing. Masonry is ongoing. Stone and brick veneer work is underway.

Miscellaneous metals work is progressing very well. The second floor of Building is all framed out on and framing work is ongoing on the first floor. Roofing is ongoing. MEP rough work is ongoing and progressing. The overall quality of the work is considered very good.

An insurance adjuster will be out to evaluate the extent of cracking in the neighboring residences that has been reported.

The Committee reviewed CO #6 from Bacon Construction in the amount of $4,305.00 for five adds and one credit. The change order was reviewed and approved by Mr. Haff and Dore & Whittier. Mr. Kent made a motion that the Committee approve the change order. Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #10 from Bacon Construction in the amount of $2,480,075.48 for construction services thru July 2018. The requisition was reviewed and approved by Dore & Whittier and Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Daedalus in the amount of $19,320.00 for services thru July 2018. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed two invoices from UTS of Massachusetts in the amounts of $5,935.00 and $2,997.50 for services thru June and July 2018. The invoices were reviewed and approved by Mr. Roche. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Dore & Whittier Architects in the amount of $75,501.50 for services thru July 2018. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

<u>Hillside Trails and Field</u>
The playing field draining and subsurface are down. Removal and replacement of subsoil has occurred. The concrete curbing, drain lines, filter fabric and gravel are in place. Masons are working on the outdoor classroom. The two contractors, NELM Corp. and Bacon Construction are working well together.

The Committee reviewed CO #1 from NELM Corp. in the amount of $4,105.50 for the removal of two trees. The change order was reviewed and approved by Mr. Haff and Warner Larson. Mr. Kent made a motion that the Committee approve the change order. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #2 from NELM Corp. in the amount of $98,581.50 for construction services thru July 2018. The requisition was reviewed and approved by Warner Larson and Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Warner Larson in the amount of $1,899.45 for services thru July 2018. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Voloshin seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Req. #10, CO# 6, Budget Update, Pending CO Log

F. <u>Adjournment</u>

The meeting was adjourned at 9:15 PM.
The next PPBC meeting will be on Monday, August 20, 2018 at 7:30 PM, at the Needham Public Library Community Room.

These minutes are intended to convey the content of the discussions at the Committee meeting. If no comments are received by the next meeting, they will go to file as part of the permanent Committee record.