

PERMANENT PUBLIC BUILDING COMMITTEE
TOWN OF NEEDHAM
MINUTES OF MEETING

Date: September 4, 2018

Time: 7:30 PM

Location: Town Hall

Attendance

PPBC Members: Present: George Kent, Stuart Chandler, Natasha Espada, Irwin Silverstein, Gene Voloshin
Absent: Roy Schifilliti, Richard Creem

BDCD Staff: Steve Popper (Director of Design and Construction)
Hank Haff (Sr. Project Manager)
Ken Sargent (Sr. Project Manager)
Mike Retzky (Project Manager)
Steve Gentile (Project Manager)

User Representatives: Susan Neckes School Committee, Hillside/Williams Rep.
Michael Kascak Hillside Principal, Hillside/Williams Rep.
Matt Spengler School Committee, Mitchell Rep.
Greg Bayse Mitchell School Principal, Mitchell Rep.
Patty Carey Park & Recreation Director, Rosemary Rep.
Dennis Condon Fire Chief, Public Safety Complex/FS2 Rep.
John Schlittler Police Chief, Public Safety Complex/FS2 Rep.
Mark Forbes Memorial Park Trustee, Memorial Park Rep.

Other Attendees: Dan Gutekanst Superintendent of Schools
Anne Gulati School Finance Director
Don Walter Dore & Whittier Architects
Glen Gollrad Dore & Whittier Architects
Bill Roche Daedalus Projects
Christian Riordan Consigli Construction
Phanna Chang Consigli Construction
Tom Scarlata Bargmann Hendrie & Archetype
Mike Fields Winter Street Architects
Michael McKeon Kaestle Boos Associates

Minutes prepared by: Kathryn Copley Administrative Specialist

A. 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 41% completion. Masonry, Miscellaneous Metals, Roofing, Plumbing and Electrical is ongoing and making good progress. 8% of work in place was completed in August. Roof work on Building A & B is almost weather tight and the rubber membrane will be installed soon to close it in. The Building Commissioner is expected at the site any day to inspect the building.

The exterior building envelope progress is good. Window and poly are covering up all the window openings. The goal is to have the building weather tight by late fall. The wetland area around the pond is being prepared for planting, which is anticipated in a few weeks. Manpower on the site has gradually increased. The Contractor is still planning on a June 13, 2019 finish date.

It has been proposed that the 24 classroom door sidelight windows be changed to intrusion resistant glass. The Committee approved this change and it will be included in the next change order for Bacon Construction.

The Committee reviewed CO #7 from Bacon Construction in the amount of \$147,288.00 for six adds that included the revised playground surface. 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. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #11 from Bacon Construction in the amount of \$2,462,881.26 for construction services thru August 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. Ms. Neckes 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 \$74,301.51 for services thru August 2018. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Neckes 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 August 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.

Handouts: Agenda, Photos, Req. #11, CO# 7, Budget Update, Pending CO Log

B. High School Expansion

Susan Neckes (School Committee), Don Walter, Glen Gollrad (Dore & Whittier), Christian Riordan and Phanna Chang (Consigli) attended the meeting.

Mr. Haff reported on the progress of the project. Phase I, the interior classroom renovation work, is complete and punch-list work is in progress. The furniture was delivered. The final inspections are complete and a Temporary Certificate of Occupancy was issued today 9/4/18. The chillers are operational and the commissioning and punch-list work is in progress.

Phase II, the Gym, is ongoing. The flooring is complete and protection is in place. The RTU's have been removed and replaced. The acoustical panels are being installed. All lights are up on the ceiling and the electrical tie in is in progress. The bleacher installation should start September 10th and should be complete by September 19th with completion of the remaining area by September 24th. The gym storage addition is anticipated to be complete prior to September 25th. September 25th is the anticipated date that the gym will be turned over to the school.

Substantial progress has been made on Phase III, the classroom addition. It is anticipated that Phase III will be complete by October 25th with occupancy expected on October 29th. Mr. Popper indicated that Aaron Sicotte is aware of the October 29th turnover date of the classroom addition. The site will also be turned over by October 29th.

Dr. Gutekanst indicated that he walked through the interior renovation and noted that the work was outstanding and looked like it had always been there. The building was clean for the start of school.

The Committee reviewed CO #7 from Consigli Construction in the amount of \$134,278.44 for eleven adds. 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 #7 from Consigli Construction in the amount of \$2,437,322.75 for August 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. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #1 from UTS of Massachusetts in the amount of \$10,000.00 for additional testing services. The change order was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the change order. Ms. Espada 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 \$1,092.50 for services thru August 2018. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Silverstein 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 Rist-Frost-Shumway in the amount of \$623.00 for July 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. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Daedalus in the amount of \$11,270.00 for construction supervisory support services thru August 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 \$55,150.00 for services thru August 2018. The invoice was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoice for payment. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Budget Update, Construction Managers Report, Change Request Log, Req. #7, CO #7, Invoices

C. Mitchell Elementary School Modular Classrooms

Matt Spengler (School Committee), Greg Bayse (Mitchell Principal) and Don Walter (Dore & Whittier) and attended the meeting.

A presentation handout was reviewed. The initial budget had been \$1,251,700 and the updated estimate is \$1,561,415 due to design development of the chosen site. The site work increased due to the sloping of the site and impacts to conservation jurisdictional constraints. A concrete retaining wall, utility work, ramps and grading was added to the scope. 15 trees will be removed, 6 of which are in the buffer zone and will be needed to be replaced with twelve trees. The Committee agreed to support the addition of \$1,350,000 that will be needed for the project.

A list of pros and cons will be developed for each site to clarify why Option 4 was selected.

There is a School Committee Meeting on September 12th where this information will be presented.

The Committee reviewed two invoices from Dore & Whittier Architects in the amounts of \$27,500.00 and \$17,850.00 for services thru July and August 2018. The invoices were reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #2 from Dore & Whittier Architects in the amount of \$13,200.00 for Survey and GeoTech services. The change order was reviewed and approved by Mr. Haff. Mr. Kent made a motion that the Committee approve the PSS. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Power point presentation, Updated Cost Estimate

D. Rosemary Recreation Complex

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

Mr. Retzky reported on the progress of the project. The pool was opened on August 11th and is now closed for the season because of staffing. The Health Department has moved into the building. Punch-list items are being worked on and the railing work needs to be completed. The contingency balance is down to \$1,217. The Contractor will be asked for the anticipated finish date of all outstanding work at the job meeting on Thursday.

The Committee reviewed Change Order #16 from G&R Construction in the amount of \$92,445.41 for twelve adds. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed Requisition #15 from G&R Construction in the amount of \$623,159.47 for August 2018 services. A partial reduction of retainage was made in the amount of \$261,221.82. 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. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Life Support Systems in the amount of \$2,660.00 for two AED's. 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. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed the two invoices from W.B. Mason in the amounts of \$2,660.00 and \$538.84 for a shredder and whiteboards. These are within the FF&E Budget. The invoices were reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from OccuHealth in the amount of \$3,955.00 for indoor air and water quality testing services. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler 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 \$1,769.38 for services thru August 2018. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler 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 \$1,540.00 for July 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. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed the two invoices from Eversource Electric in the amounts of \$824.12 and \$9,964.32 for electrical services to the building. These charges will be

incorporated into a credit on the next change order from G&R Construction. The invoices were reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Budget Update, Req. #15, CO#16, invoices

E. Memorial Park Building

Mark Forbes (Memorial Park Commissioner) and Mike Fields (Winter Street Architects) attended the meeting.

Mr. Retzky reported on the progress of the project. The demolition of the building is complete. Excavation has started. Re-bar has been delivered to the site. The concrete form sub-contractor should mobilize on site this Wednesday or Thursday. Asbestos removal and disposal of buried AC pipe is scheduled to be complete this week. It is anticipated that the building will be weather tight in February allowing drywall to proceed. Steel erection is scheduled to commence in October.

Mr. Retzky will meet with the Trustees to receive permission to place a Verizon pole on the property.

The Committee reviewed Requisition #2 from G&R Construction in the amount of \$204,586.30 for August 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. Chandler 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 \$30.00 for services thru August 2018. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler 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 \$14,220.00 for July 2018 services. Mr. Kent made a motion that the Committee approve the change order. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Verizon in the amount of \$1,000.00 for a deposit on design services for the new pole. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from ProjectDog in the amount of \$1,185.20 for printing services. The invoice was reviewed and approved by Mr. Retzky. Mr. Kent made a motion that the Committee approve the invoice for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Schedule Outline, Req. #2, Updated budget, Invoice

F. Public Safety Complex & Fire Station #2

Dennis Condon (Fire Chief), John Schlittler (Police Chief) and Michael McKeon (KBA) attended the meeting.

Mr. Gentile reported on the progress of the project. Construction Documents are being finalized and are due on October 4th. This will include filed sub bid documents and documents for trade contractors. Filed Sub bids will be due October 31st. The override ballot vote will occur on November 6th. If successful the contract is expected to be awarded in December.

A public hearing was held on August 24th regarding the Communication Towers. Concern was expressed about having a tall monopole at the Headquarters site. Town Counsel is working on lease agreements for the Tower at the Norfolk County Jail site and the Cabot Circle site.

The final 75% CD cost estimate has been reconciled by KBA and Consigli. The current total project cost estimate is \$73,745,000. The Design Development cost estimate was \$68,859,000 a difference of \$5,278,000. Increases are due to items moved into the Construction Manager's scope and construction costs such as metals (tariffs), HVAC, Plumbing (trade cost increases), increases to concrete and site work scope. Some of this increase is due to current market conditions and concern about tariffs. The Committee agreed to support the additional \$69,995,000 that will be needed for the project.

A listing of value engineering items was reviewed to see what potential items could be taken out of the scope. None were deemed acceptable to a scope reduction.

Mr. Gentile reviewed a list of nine proprietary items that will be needed on the project. Mr. Kent made a motion to accept as proprietary the items on the list. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed an invoice from Daedalus Projects in the amount of \$2,350.00 for project management services thru August 2018. The invoice was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed two invoices from Kaestle Boos Associates in the amounts of \$280,461.77 and \$34,100.00 for services thru August 2018. The invoices were reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the invoices for payment. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

The Committee reviewed PSS #9 from Kaestle Boos Associates in the amount of \$17,325.00 for Survey services. The PSS was reviewed and approved by Mr. Gentile. Mr. Kent made a motion that the Committee approve the PSS. Mr. Chandler seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Invoices, Budget update, Proprietary Items List, Invoices

G. Adjournment

The meeting was adjourned at 10:50 PM.

The next PPBC meeting will be rescheduled for Monday, September 24, 2018 at 7:30 PM, at the Needham Town Hall Great Plain 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.