

PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: March 9, 2020

Time: 7:30 PM

Location: Library

Attendance

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

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 Sunita Williams Principal, Hillside/Williams Rep.
John Schlittler Police Chief, Public Safety Complex/FS2 Rep.

Other Attendees: Michael McKeon Kaestle Boos Associates
Keith Mercy Kaestle Boos Associates
Myles McDonough Consigli Construction
Roger MacDonald IT Director

Minutes prepared by: Kathryn Copley Administrative Specialist

A. Approval of Minutes

The Committee reviewed the minutes from the February 24, 2020 PPBC meeting. Mr. Creem made a motion that the Committee approve the minutes as presented. Mr. Silverstein seconded the motion. The motion was then voted upon and approved.

B. Sunita L. Williams (Hillside) Elementary School

Susan Neckes (School Committee), Michael Kascak (Principal) and Hank Haff (BDCD) attended the meeting.

Mr. Haff reported on the progress of the project. The Contractor is working thru the remaining change order and punch-list work. The Contractor and subs only work on vacation days or early release days. Work over the February school vacation week was productive. Training on the Building Management system occurred over that period. Work will continue over the April school vacation and several upcoming half days. Remaining site work and landscape punch-list items will be finished in the spring.

At this time if the school was to be closed and needed cleaning due to the Covid-19 virus it was felt that the impact would be minor on the work needing to be finished.

It was recognized that the building maintenance systems are more technologically based, and that maintenance staff need to be trained to maintain the systems. It would be valuable for the Town to hire staff who understand and can maintain these sophisticated systems. Mr. Popper has brought up this issue of needing to be able to maintain new buildings in manager meetings. The Committee will draft a letter expressing this concern addressed to the Select Board and Town Manager.

Mr. Haff suggested that future building construction specifications contain wording that the installer is to provide one year of maintenance on the equipment and will train the Town employees on the equipment during that time.

The Committee reviewed CO #24 from Bacon Construction in the amount of \$53,796.00 for six added cost items. The change order was reviewed and approved by Mr. Haff and Dore & Whittier. Mr. Chandler made a motion that the Committee approve the change order. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously.

Mr. Chandler made a motion that the Committee approve the following invoices for payment:

Bacon Construction	February 2020 Services	\$ 104,257.48
Tiffin Holding	Gymnastics Equipment	\$ 18,957.00
Red Thread	Furniture	\$ 11,868.00
Konica Minolta	Printers	\$ 13,050.00
The Ockers Company	Projector Enclosure	\$ 4,907.00
The Ockers Company	Projector Enclosure	\$ 1,000.00

Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Req., CO, Invoice summary, Budget Update, Anticipated CO Log

C. Public Safety Complex & Fire Station #2

John Schlittler (Police Chief), Michael McKeon, Keith Mercy (KBA), Myles McDonough (Consigli), Ken Sargent and Mike Retzky (BDCD) attended the meeting.

Mr. Sargent and Mr. McDonough reported on the progress of the project. The permit was received for the Norfolk County Sheriff site. The footing for the tower is in place and some clean up on the site needs to be done. After this the tower erection can start.

The American Tower lease has been agreed to. There is a 30-day posting requirement and it will be posted on March 11th in the Central Register. The equipment can't be attached to the tower until after April 12th. The schedule will be rearranged with Motorola. The large insurance requirement pertains to tower access and will be satisfied with Green Mountain's insurance coverage. It is waived for the Town as long as no Town employee climbs the tower.

The Fire Station 1 MEP rough work on the first floor is substantially complete. Sheetrock work is near completion on the second floor and ongoing on the first floor. The storefronts

and curtain walls are 70% complete. It is anticipated that substantial completion of Phase 1 Fire Department headquarters will be mid-August 2020.

The demolition of Fire Station 2 started this morning. Clearing and grubbing is underway. An old septic tank was found on the site. Contaminated and unsuitable soils may be found during excavation and will be monitored closely.

Mr. McKeon spoke about what KBA is doing to get caught up on submittals and RFI's. Mr. Mercy has been finishing up on a fire station in Bourne and has been relieved of that responsibility. He now is focusing completely on the Needham project. Additional KBA staff will be working on the RFI backlog and have been able to cut the critical outstanding RFI's in half. They will meet on a regular basis to address issues. Consultants will be communicated with and there will be a proactive approach to extract the information needed.

Consigli has staff that is looking at the entire project to see if outstanding areas of concern can be answered now.

A significant amount of the change orders resulted from transfers on budget line items for work to be self-administered to work being assigned to Consigli. However a significant amount of these change orders also occurred due to requests from the end user as well as design issues. The Committee asked Mr. Sargent to break down the change orders into categories: design deficiencies, owner requested changes and unforeseen conditions.

There have been 600 RFI's to date and 250 change order items totaling about \$2.618M after transfers. The project is about 34% complete. Although change orders largely represent a deferral of scope, there is about a 20% premium paid on work done post-contract. The remaining project contingency is identified as \$2.35M.

There is concern that the change orders will impact the schedule. Consigli has identified two changes that will have a schedule impact. Rather than changing the end date contractually, Consigli will be asked to identify the impact and reserve their rights to discuss any schedule extension at the end of the project. Consigli has indicated they will do everything they can to maintain the contract dates. Mr. Kent mentioned that it is the Committees practice not to exert liquidated damages except for unusual circumstances.

Mr. Chandler made a motion that the Committee approve the following invoices for payment:

Consigli Construction	February 2020 Services	\$1,767,881.48
Kaestle Boos Associates	February 2020 Services	\$ 32,352.94
Kaestle Boos Associates	February 2020 Services	\$ 8,250.00
Kaestle Boos Associates	February 2020 Services	\$ 14,559.38
Kaestle Boos Associates	February 2020 Services	\$ 1,040.09
Kaestle Boos Associates	February 2020 Services	\$ 1,760.00
Kaestle Boos Associates	February 2020 Services	\$ 2,185.00

Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously

Mr. Chandler made a motion that the Committee approve the following invoices for payment:

IntraSystems	Building Maint. System	\$ 1,800.00
Milton CAT	February 2020 rental fee	\$ 2,612.50
Rist Frost Shumway	Commissioning January 2020	\$ 1,606.00

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously

The Committee reviewed CO #14 from Consigli Construction in the amount of \$229,259.00 for twenty-one adds and one credit. The change order was reviewed and approved by Mr. Sargent and Kaestle Boos. Mr. Chandler made a motion that the Committee approve the change order. Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously.

Handouts: Agenda, Photos, Consigli Dashboard, Req., Invoice list, CO, Budget Update, Anticipated Cost Log

D. Memorial Park Field House

The Committee reviewed an invoice from Premier Fence in the amount of \$17,504.91 for storage cages. The invoice was reviewed and approved by Mr. Retzky. Mr. Chandler made a motion that the Committee approve the invoice for payment. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously.

E. Mitchell School Modular Classrooms

The Committee reviewed an invoice from Red Thread in the amount of \$307.14 for an activity table. The invoice was reviewed and approved by Mr. Retzky. Mr. Chandler 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 the DCAMM performance evaluation for Triumph Modular. They received a score of 91. Mr. Silverstein made a motion that the Committee approved the evaluation as presented. Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously.

Handout: DCAMM Evaluation

F. Emery Grover Building Study

The Committee reviewed an invoice from Bargmann Hendrie & Archetype in the amount of \$12,000.00 for services thru January 2020. The invoice was reviewed and approved by Mr. Haff. Mr. Chandler 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.

G. Central Ave/Jack Cogswell Building

The Committee reviewed the DCAMM performance evaluation for Seaver Construction. They received a score of 90. Mr. Kent made a motion that the Committee approved the evaluation as presented. Mr. Creem seconded the motion. The motion was then voted upon and approved unanimously.

H. Adjournment

The meeting was adjourned at 9:21 PM.

The next PPBC meeting is scheduled for Monday, March 23, 2020 at 7:30 PM, at the Public Services Admin Bldg. Charles River 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.