PERMANENT PUBLIC BUILDING COMMITTEE

TOWN OF NEEDHAM

MINUTES OF MEETING

Date: October 19, 2020	Time: 7:00 PM	Location: Zoom Cloud Meeting

Attendance

PPBC Members:	Present: Stuart Chandler, Richard Creem, Natasha Espada, George Kent, Roy Schifilliti, Irwin Silverstein, Gene Voloshin Absent:	
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:		
Other Attendees:	Christopher Heep	Interim Town Counsel
Minutes prepared by:	Kathryn Copley	Administrative Specialist

This meeting was posted on the Town web site on October 14, 2020 as a:
Virtual Meeting on Zoom Cloud Meetings
Meeting ID # 88414728107
https://us02web.zoom.us/j/88414728107

with the following instructions:

To view and participate in this virtual meeting on your computer, at the above date and time, go to www.zoom.us, click "Join a Meeting" and enter the Meeting ID: 884-1472-8107 Or join the meeting at link: https://us02web.zoom.us/j/88414728107

A. Approval of Minutes

The Committee reviewed the minutes from the October 5, 2020 PPBC meeting. Mr. Kent made a motion that the Committee approve the minutes as presented. Mr. Creem seconded the motion. The motion was then voted upon and approved 4 yeas - 0 nays – 2 abstain.

B. High School Expansion

Hank Haff (BDCD) attended the meeting remotely.

Mr. Haff reported that the commissioning agent indicated that the issues with RTU-22 have been resolved. Consigli has submitted a final change order in the amount of $75,000 for general requirement overage due to the schedule slip on the project, electrical duct bank work and an additional gas regulator. Consigli has also submitted their final requisition for the amount of $75,000. Mr. Kent expressed the opinion that this was a reasonable amount.

The remaining uncommitted funds after the change order is $3,775.

Mr. Chandler made a motion that the Committee approve the following change order:

Consigli Construction	CO #13	$ 75,000.00

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

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

Consigli Construction	Req. #18 Final	$ 75,000.00

Mr. Schifilliti seconded the motion. The motion was then voted upon and approved unanimously - 6 yeas - 0 nays – 0 abstain.

Documents: Rist Frost Shumway email, CO, Req.

C. <u>School Ventilation Task Force</u>

Hank Haff and Steve Gentile (BDCD) attended the meeting remotely.

Mr. Haff reported that the schools successfully opened on September 29th in a hybrid learning model with half the students in class on Monday – Tuesday and half the students in class on Thursday - Friday. All students are remote on Wednesdays. Special Education students are in school buildings four days a week.

The task force tested every classroom in every school building. The target is to have four air exchanges per hour. Mr. Gentile will act as the point person for any reported issues at the schools going forward.

Some older schools need to open windows to achieve the air exchanges. This will be an issue in colder weather. Mitchell is waiting on the delivery of MERV13 filters which will enable them to close the windows. The boilers have been running on high to keep the temperatures up. The Building Maintenance Department is deploying 150 HEPA fan filters as needed through the district where the 4 ACH cannot be achieved in teaching spaces.

All of the testing data is on the School Departments website.

D. <u>On Call Independent Materials Testing</u>

Steve Gentile (BDCD) attended the meeting remotely.

Mr. Gentile reported that an RFP for On Call Materials Testing and Inspection Services was made available on September 3rd with responses due on September 17, 2020. Four firms submitted responses. The firms were Briggs Engineering and Testing, John Turner Consulting, Inc., UTS of Massachusetts, Inc. and LiRo Engineers, Inc. Mr. Sargent and Mr.

Retzky reviewed the qualifications of the four firms. The firm with the highest scores was UTS of Massachusetts, Inc.

Mr. Kent made a motion that the Committee go forward with the recommendation of the reviewers of UTS of Massachusetts for On Call Materials Testing and Inspection Services. Ms. Espada seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

Documents: Scorecard, Price comparison

E. Public Safety Complex & Fire Station 2

Christopher Heep (Interim Town Counsel) attended the meeting remotely.

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

Moduform	Communications System	$	16,175.70
W.B. Mason	Communications System	$	11,880.00

Mr. Silverstein seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

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

PODS	PODS Rental	$	98.00
PODS	PODS Rental	$	114.99
PODS	PODS Rental	$	114.99
PODS	PODS Rental	$	114.99
PODS	PODS Rental	$	114.99
Milton CAT	Generator Rental	$	2,612.50
Rist Frost Shumway	Commissioning Services	$	1,585.00
Rist Frost Shumway	Commissioning Services	$	896.00

Mr. Kent seconded the motion. The motion was then voted upon and approved unanimously - 7 yeas - 0 nays – 0 abstain.

Mr. Popper reported that there have been two major extra ordinary unanticipated costs to the project. The unsuitable soils at FS2 and the COVID19 costs. The contractor is submitting change orders for COVID19 related costs on a monthly basis. The incurred COVID costs to date are approximately $150,000 and the anticipated costs for ensuing months are $200,000. The costs are for cleaning supplies and cleaning of surfaces in the buildings and trailers.

The Town is submitting COVID19 cost to FEMA and the CARES Act for reimbursement for some or all of these costs. At this time the costs need to be incurred and paid in 2020. The change orders affected need to be accepted and paid in 2020 in order to be apply for reimbursement.

It is recognized that the Construction Manager at Risk has a contractor's contingency as leverage for extra ordinary costs. It is felt the COVID19 pandemic is above and beyond extra ordinary costs. If the costs are approved by the Committee a change order would be presented at the next PPBC meeting on November 9th for vote and would include the October costs.

The Committee members all agreed to go forward with the COVID19 costs. A change order will be presented at the next meeting.

Mr. Sargent has categorized the current change order costs into three areas: design issues, owner directed changes and unforeseen conditions. There are approximately $1.2M currently in the design issues category, representing about 1/3 of the total of change orders on the project to date. There will always be some design errors and omissions on projects, but it is felt that the costs to date may have been more than normal. The project is only two thirds of the way thru completion. There have been prior discussions with Kaestle Boos on concerns related to the magnitude of the change orders. Design issues affecting change orders are owned by the Town. It was noted that this is a complicated multi-phase project which may have influenced the number of change orders processed. It was also noted that Consigli was part of the design review and coordination process.

The DCAMM 50% evaluation is one way to register the Town's concern and communicate with the architect on their performance.

Mr. Popper will discuss the matter with Kaestle Boos and report back to the Committee.

F. Adjournment

The meeting was adjourned at 9:04 PM.
The next PPBC meeting is scheduled for Monday, November 9, 2020 at 7:00 PM, as a Virtual Meeting on Zoom Cloud Meetings.

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.