

Minutes of the Building Commission Meeting

April 12th, 2016

4th Floor Conference Room, Town Hall

6:00 p.m.

In Attendance: Janet Fierman, George Cole, Karen Breslawski, Building Commission; Dan Bennett, Building Commissioner; Tony Guigli, Project Administrator; Ray Masak, Owner's Project Manager; Charles Simmons, Director of Public Buildings; David Pollak, Helen Charlupski, School Committee; Pip Lewis, HMFH Architects staff; Jonathan Hirst, Kyle Lloyd, Shawmut staff.

Meeting Minutes

Motion made by Karen Breslawski to approve the meeting minutes of March 8th, 2016.

Unanimously approved.

Devotion School Renovations and Additions – HMFH Architects, Shawmut Design & Construction

P. Lewis provided the Commission with the monthly update. To date the Devotion project is moving ahead and on schedule. P. Lewis discussed the status of the submission of the 60% CD documents to the MSBA. On May 2nd all documents will be reconciled with Shawmut and HMFH architects. Any Value Engineering items or points of discussion will be addressed at the Devotion School Building Committee meeting on May 4th. HMFH will deliver the final 60% CD's to the MSBA on May 6th. Bi-Weekly consultant meetings between HMFH and Shawmut continue to ensure constructability, coordination of work and resolution of any issues as they arise. Once the 60% CD's have been submitted to the MSBA and the Early Bid package released, the Interior Design process is scheduled to return moving forward with the Subcommittee meeting on May 18th.

The early bid package release will be based on the 60% CD set of pricing documents. The Early Bid package will include structural steel, concrete, site work, earth support, hazardous material mitigation, and demolition. A discussion took place between the Commission, HMFH and Shawmut regarding the current climate for early bid packages and the interested bidders anticipated for this project. A pre-bid site walk through is scheduled at Devotion for interested contractors on April 21st.

P. Lewis provided more schedule updates. GMP #1 will be approved on June 7th. This first GMP will include pricing on: trades, demolition, abatement, concrete, structural steel, earth work, and temporary electrical and General Conditions fees. Pre-construction work on site will begin as soon as school lets out, on June 21st. Teachers will be moving out during this week as well. Construction work will begin on site on July 11th.

A discussion took place regarding the preservation of trees on site with the help of the Town Tree Warden. Three trees will be lost due to construction plans, but most of the major trees on site will remain.

K. Lloyd from Shawmut provided the Commission with updated project documents in relation to: Construction Progress Docs, Change Orders, Delays, Holds, Allowances and Contingencies.

K. Lloyd stated that Shawmut's construction progress documents are used to evaluate contractor and subcontractor progress on the job, as well as adherence to the schedule and budget of the project. These docs focus on the expected completion date of individual jobs, the monthly cash flow comparison between actual and planned, and the monthly man hours expended on the job. Shawmut will require submission of plans for both monthly cash flow and monthly manpower hours from contractors before contracts are awarded to subs. Shawmut reviews these proposals monthly with the contractors and subs to track progress on the job. The Commission reviewed and discussed the proposed Construction progress documents. Shawmut confirmed with the Commission that the cash flow summary from Shawmut will also be part of the monthly reporting to the Building Commission.

K. Lloyd reviewed the language in the contract regarding progress delays. Currently the Shawmut contract states that if the CM requires an extension of time, in the case of extraordinary circumstances, a request can be made to increase the original contract price to compensate for the additional expenses associated with the increased time. The Commission stated that Town Counsel usually adheres to the belief that if there is a delay, time only will be considered. J. Fierman suggested Shawmut propose a compromise to the language of the contract regarding project delays. The Commission stated a willingness to review the contract via email in order to facilitate agreeable language between Shawmut and the Town.

K. Lloyd reviewed the Change Order language within the Shawmut contract. A discussion took place regarding the mark ups on Change Orders for 2nd tier subs. For clarification purposes, T. Guigli asked Shawmut to provide an example to the Commission, at the next meeting, consisting of a hypothetical Change Order for work by an HVAC sub.

K. Lloyd defined the differences between GMP holds, GMP allowances and GMP contingencies within the contract. A GMP Hold refers to funds held for specific use that can be reasonably estimated, but not currently ready to be committed to a specific sub or vendor. All holds are included within the GPM amount. GMP Allowances are funds that are held for a specific use that cannot be accurately estimated at the time of the GMP. The GMP contingency are funds that are held to cover the costs of unforeseen events or conditions that are not apparent when the GMP is adopted or subcontracts are issued. The sum of the two GMP's being released, the first in June and the second in October, must be less than or equal to the amended project budget of \$89,672,865.

A discussion took place amongst the Commission, Shawmut and HMFH regarding the insurance policy of the project. The possibility of a wraparound policy of insurance, the cost of which would be included in the GMP was discussed.

T. Guigli asked P. Lewis to discuss amendments to the designer contract. P. Lewis presented Amendment No. 15 to McPhail Associates for Submittals and Soil Disposal Profiles, and Construction Monitoring. A discussion took place regarding Amendment No. 15. T. Guigli stated that Change Order #15 would be placed on hold for further review at the next Building Commission meeting in May.

P. Lewis discussed Amendment No. 16 to McPhail Associates for additional Geo Testing. T. Guigli stated that Change Order #16 would be placed on hold for further review at the next Building Commission meeting in May.

P. Lewis presented Amendment No. 17. Change Order #17 to Shawmut architects for the payment of LEED registration fees. P. Lewis stated that these LEED registration fees would result in an additional 2% reimbursement from the MSBA.

Motion made by Janet Fierman to approve Change Order #17 to HMFH Architects for LEED registration fees in the amount of: \$990.00.

Unanimously Approved

The Building Commission discussed the progress of work at the temporary Lower Devotion Site to be located at 30 Webster Street. T. Guigli stated that temperature control systems at Webster were progressing, and that work was being done on fire/sprinkler/building systems in order to ensure the building will be ready for June 1st occupancy.

Building Department Projects Status Updates

R. Masak appeared to update the Building Commission on Building Department projects.

- CIP for 2017-Building Envelope, Elevators, Security, Energy Efficiency, Energy Management, Training & Maintenance (Fire), Fire Station Renovations, Classroom capacity (split out leases), 9th school.
- Additions to the CIP: Feasibility Studies for 9th School site and High School; Phase 5 for the Town Hall Garage.

Town Projects

- MSC Renovation-Upper floor repair ongoing; staging installed; masonry to commence; severe schedule issues. The weekly meetings have been going well and the subs are eager to begin work on site. The project is expected to be completed in October. The Commission stated that they would like the contractors and architect on this project to return to the next Building Commission meeting to review the status of this project.

- Coolidge Corner Library Feasibility Study (Library)-nearing completion; estimates (including soft costs) developed for options.
- Elevators (Town/Schools)-assessment/schematic design report complete. Meeting held on March 29, 2016 to discuss overall approach with Embree Elevator and designers at CBI to develop a renovation plan.
- Roof Repair/Replacement & Building Envelope (Town/Schools) - Schools Phase – contract execution. Baker School will be repointed over the summer. Preconstruction R. Masak will meet with Matt Gillis and Ed Clancy (both of School Facilities) to discuss the timeline and logistics for this summer work; Town phase – contract execution.
- Pool Repointing; Shower Restoration (Rec)-design ongoing; coordination meeting to be held on April 12, 2016.
- Devotion House-restoration of windows ongoing (8 out of 23 windows completed)
- Reservoir Gate House Roof Restoration – Committee of Seven scheduled for April 13, 2016.

School Projects

- Devotion Expansion – move planning, GMP #1 out to bid. Discussed earlier in meeting.
- 9th School/HS Site Selection Study-RFQ due April 13, 2016; Need Committee of Seven. R. Masak discussed the 9th School/HS site selection study underway. R. Masak asked the Commission for representatives for the Committee of Seven needed for this RFQ. It is agreed that G. Cole, K. Breslawski and N. Peck will serve on this Committee of Seven.

Project Closeout

- Town-Fisher Hill Gate House/Comfort Station, Formal Opening expected for September; Fire Station 1 Floor; Fire Station 5&6 Life Safety
- Schools-Pierce/Lawrence Elevators; Old Lincoln Renovation/Mechanical Modifications; Pierce Electrical Upgrades.

Meeting adjourned at approximately 8:05 p.m.
Minutes respectfully submitted by Sara Gooding.