

Permanent Building Committee
Walpole Town Hall – Room 112
February 13, 2018

Minutes

PRESENT: Jack Conroy, Michael Keefe, David Lynch, Jack Fisher, Cam Daley, Bernie Goba

ALSO PRESENT: Chief Bailey, Deputy Chief Barry, Lt. Zanghetti, Kerri McManama, Patrick Shield, Tony DiGiantommaso, John Catlin, Bryan Jarvis, Chief Carmichael, Deputy Chief Mackenzie, Town Administrator Jim Johnson, Greg Carell, Stewart Marshall

Mr. Conroy called the meeting to order at 6:34 PM.

On a motion by Mr. Conroy, second by Mr. Daley, the Committee voted (6-0) to approve the minutes of the PBC meetings held on January 9, 2018 and January 23, 2018.

South Street (COA) Center Project Update

Project Update

Referencing a handout titled “Town of Walpole – COA Project – Executive Update” dated 2/13/2018, Mr. Jarvis provided a brief project update. Structural steel erection started on 1/15/18, nearly a month late due to delays in fabrication and manpower issues with the installing subcontractor. Installation will continue through mid-February. Installation of the primary electrical duct bank is ready to go, but is weather dependent. There was discussion about the timeline. Mr. Jarvis mentioned recommending a no-cost change order to change the date for the next meeting.

Schedule Milestone Status

Mr. Jarvis also provided a schedule milestone status. Structural steel erection is approximately one (1) month behind schedule. Compass and PAGE have worked together to revise and re-sequence the baseline schedule. Currently, the project is approximately three weeks behind schedule, with a projected completion date of December 20, 2019.

Budget Update

- The project is tracking to be on budget.
- Total project expenditures are \$1,711,935 against the \$7.4M budget (23% billed).
- Construction billings are \$1,088,476 against a contract of \$5.9M (18% billed).
- One (1) Change Orders have been approved to date totaling \$46,414.
- Construction Contingency spent to date: \$46,414 out of \$298,702 (15% expended).
- Pending Change Orders currently under review or estimated (as of 12/31/17) total \$48,980.

The following invoices for work completed in December were presented to the Committee for review:

Vendor/ Contractor	Amount
Compass Project Management	\$7,466.85
Catlin + Petrovick Architects	\$9,330.41
Page Building Construction Company	\$209,405.65

TOTAL	\$226,202.91
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On a motion by Mr. Conroy, second by Mr. Daley, the Committee voted (6-0) to approve of the invoices listed above for a total of \$226,202.91

Referencing a handout titled “Pending Change Order (PCO) Log – Walpole COA Project” dated 2/13/2018, Mr. Jarvis presented an update regarding proposed changes to the work. Mr. Jarvis recommended consideration of a change order for Dirt Glue T&M L&M thru 12/21., with a total pending amount of \$1,241.31.

On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted (6-0) to approve the change order #2 in the amount of \$1,241.31.

Fire Station Project Update

Recent Construction Updates

Referencing a handout titled “Town of Walpole – Central Fire Rescue Project Executive Update” dated 2/13/2018, Mr. Jarvis provided a brief project update. The metal roof edge cap installation is complete in the administrative wing. The apparatus bay edge is pending better weather. The apparatus bay window installation is complete, with window testing currently in process. The curtain wall installation is nearing completion. The canopy metal panels are installed and the ceiling installation is ongoing. The exterior man-doors are installed. The ceiling installation is complete, with a majority of the lights installed. There is a concentrated focus on the Electrical Room and Boiler Room systems. The building now has permanent power. Work underneath the west mezzanine holding until the apparatus bay slab is poured. The watch room and server room flooring are installed the communication trays are installed and the electrical install is in process. Bathrooms are now ready for accessories. Millwork installation is in process. The trench drain installation at the Apparatus Bay is in process. The generator was damaged during the delivery, and a new generator has been ordered. Radio/communication system equipment delivery and work schedule coordination is ongoing. A portion of the Communication wiring has been installed. Owner’s vendors will continue in March after the Apparatus Bay slab pour.

Schedule Update

Mr. Jarvis provided a brief project update: The MEP start-up and commissioning are ahead of schedule, with a baseline schedule milestone of May 2018. The project is tracking to be completed by July 20, 2018.

Budget Update

Mr. Jarvis provided a brief budget update:

- The project is tracking on budget.
- Total Project expenditures are \$9,810,257 against the \$14.2M budget or 69% billed.
- Construction Billings are \$7,717,642 against a contract for \$9,812,000 or 79% billed.
- Approved Change Orders (through CO# 10) total \$158,205 which represents 1.6% of the construction contract.
- Approved Change Order amount of \$158,205 has used 15% of the construction contingency.
- Pending Change Orders currently submitted total \$152,788.

The following invoices for work completed during October were presented to the Committee for review:

Vendor/ Contractor	Amount
Compass Project Management	\$27,871.00
Schwartz / Silver Architects	\$47,390.00
G&R Construction	\$729,285.48
Anderson Electrical Contractors	706.96
Anderson Electrical Contractors	3081.87
Unitel	9,100.00
Connection	663.04
Connection	11,357.32
Motorola	91,203.00
Republic Plumbing Supply	7.38
Tuned Climate Controls	217.50
ALL-COMM	1,312.05
ALL-COMM	5,188.87
Industrial Burner Systems	966.26
Total	\$928,350.73

On a motion by Mr. Conroy, second by Mr. Daley, the Committee voted (6-0) to approve of the invoices listed above for a total of \$928,350.73.

Change Order 11

Referencing a handout titled "Pending Change Order (PC) Log – Walpole Central Fire Station Project" dated 2/13/18, Mr. Jarvis presented the following proposed changes to the work for a total amount of \$85,881.03.

- Add rubber flooring to work-out mezzanine in the amount of \$15,089.02
- Water line at Fuel Island; Re-locate Fuel Island in the amount of \$39,895.67
- Fire Communication infrastructure consolidation; remote radios; mics, etc. in the amount of \$1,232.43
- Insulation at window jambs in the amount of \$3,998.85
- Add Fuel Island Lighting and Conduit in the amount of \$9,372.33
- Add "Kitchenette" counter and outlets at 1st floor vending/coffee area per 12/20/17 FFE meeting in the amount of \$5,982.79
- Costs related to radiant design in the amount of \$10,309.94

There was some discussion about the town not being responsible for PCO #91, costs related to radiant design, as the town has already set aside money for the building design.

On a motion by Mr. Fisher, second by Mr. Daley, the Committee voted (6-0) to approve the above changes to the work totaling \$75,571.09, omitting PCO #91, to be included in Change Order #11.

Referencing a handout titled FFE, Technology, Communications, Security, and A/V Budget Worksheet dated 2/13/18, Mr. Jarvis presented the following pending expenditures in the amount of \$172,121:

- \$162,321 for Furnishings & Fixtures
- \$2,207 for telecommunications, data, A/V
- \$7,593 for additional equipment for stenofone radio solution

On a motion by Mr. Conroy, second by Mr. Daley, the Committee voted (6-0) to release \$172,121.

On a motion by Mr. Conroy, second by Mr. Daley, the Committee voted (6-0) to transfer \$56,362 out of contingency.

Police Station Project Update

Construction Updates

Referencing a handout titled “Town of Walpole – Police Headquarters Project - Executive Update” dated 2/13/2018, Mr. Jarvis provided a brief project update. The interior finishes are ongoing. Permanent power is on. Interior and exterior lights are on. Moisture mitigation system installed under finish floor areas. Floor tile installed in locker rooms. Locker installation is ongoing. Epoxy flooring installed in detention areas. Millwork installation is nearing substantial completion. Finish MEP work is ongoing. Start-ups and commissioning efforts are in progress. Fit-out of communication; radio; A/V; technology systems is ongoing. Communication antennae array installed on the roof.

Schedule Milestone Status

Mr. Jarvis provided a brief update on the Schedule Milestone Status. The project currently remains several weeks ahead of schedule. Substantial completion is targeted for the week of 3/12/18. Furniture delivery is scheduled for 3/12/18. Move and cut-over from old station is scheduled for the week of 4/2/18. Final paving, striping, landscaping, etc. will happen as soon as possible in the spring, but after occupancy.

Budget Update

- The project is tracking to be on budget
- Total Project expenditures are \$7,633,032.84 against the \$10.4M budget (73% billed).
- Construction billings are \$5,613,527 against a contract for \$6,603,000 (85% billed)
- Six (6) change orders are approved to date for a net credit of \$85,304 to the project
- Change order #6, comprised of unused site work allowances and alternates, resulted in a net CREDIT to the project of (\$269,309). This credit more than off-set previously approved change orders and resulted in \$85,304 being put back into construction contingency
- Per Change Order #6, Construction Contingency was increased to \$908,624. A 6% increase to the original amount.
- Pending Change Orders currently under review or estimated as of 1/31/18 total \$87,286.

The following invoices for work completed in January were presented to the Committee for review:

Vendor/ Contractor	Amount
Compass Project Management	\$32,464.56

The Carell Group	\$14,571.00
M. O'Connor Contracting, Inc.	\$469,161.40
After Hours Drain Service	\$450.00
Columbia Gas	\$156.92
Unitell	\$17,075.00
Donnegan	\$15,767.37
Donnegan	\$28,648.33
Total	\$578,294.58

On a motion by Mr. Conroy, second by Mr. Lynch, the Committee voted (6-0) to approve the invoices in the amount of \$578,294.58.

Change Orders

Mr. Jarvis, referencing the Pending Change Order Log dated 2/13/2018, recommended approving Change Order #8 for the following items:

- Final Coordination of Tech Room Outlets in the amount of \$9,827.00
- Add tamper and fow switches to FP system in the amount of \$3,288.00
- Evidence light switch and power in the amount of \$1,059.00
- Upsize Exterior Letters in the amount of \$4,471.00
- Add bollard covers in the amount of \$1,098.00

On a motion by Mr. Conroy, a second by Mr. Fisher, the Committee voted (6-0) to approve Change Order #8 in the amount of \$19,743.00.

Referencing a document titled "FFE, Technology, Communications, Security, and A/V Budget Worksheet," dated 2/13/18, Mr. Jarvis recommended the following Pending POs:

- Communications and Radio in the amount of \$5,653
- Computers and Technology in the amount of \$10,255

On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted (6-0) to release \$15,907.00 for the above-mentioned purchase orders.

On a motion by Mr. Conroy, second by Mr. Fisher, the Committee voted (6-0) to transfer \$70,011 from Construction Contingency.

Chief Carmichael and Deputy Chief Mackenzie presented a list of possible FF&E items for the committee's consideration, including:

- Detective Tablets in the amount of \$21,850.00
- RAD Equipment in the amount of \$16,153.47
- A Search and Rescue Drone in the amount of \$19,575.00
- Permanent Sign Board in the amount of \$20,000.00
- ATV in the amount of \$26,419.98
- CPR Equipment in the amount of \$5,140.72

There was a general consensus that the Committee didn't necessarily have any particular issues with any of the above listed items, but wanted to wait to hear from Town Administrator Johnson about the financing of these items.

Review of Meeting Schedule

The next meeting will take place on February 27, 2018 at 6:30 PM.

The meeting adjourned at 8:50 PM.

Respectfully submitted,

Patrick Shield
Recreation Director

Referenced Materials

- PBC Agenda
- PBC Minutes of 1/9/18 and 1/23/18
- Compass Handout – Working Agenda
- Compass Handout – “Town of Walpole – COA Project – Executive Update,” dated 2/13/18
- Compass Handout – Pending Change Order (PCO) Log – Walpole Council on Aging Project - dated 2/13/18
- Compass Handout – Monthly Vendor Invoice Package and Budget Update, dated 1/31/18
- Compass Handout – Construction Schedule Analysis, dated 1/31/18
- Compass Handout – “Central Fire Rescue Project – Executive Update,” dated 2/13/18
- Compass Handout – Monthly Vendor Invoice Package and Budget Update, dated 1/31/18
- Compass Handout – FFE, Technology, Communications, Security, and A/V Budget Worksheet – Fire Rescue Project - dated 2/13/18
- Compass Handout – Pending Change Order (PCO) Log – Walpole Fire Station Project - dated 2/13/18
- Compass Handout – “Town of Walpole – Police Headquarters Project”, dated 2/13/18
- Compass Handout – “Pending Change Order (PCO) Log – Walpole Police Headquarters, dated 2/13/18
- Compass Handout – FFE, Technology, Communications, Security, and A/V Budget Worksheet – Police Headquarters Project - dated 2/13/18
- Compass Handout - Compass Handout – Monthly Vendor Invoice Package and Budget Update, dated 1/31/18
- Police Department Handout – Additional FFE Request, dated 2/13/18