

TOWN OF NEWINGTON

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TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

2020 APR 14 AM 11:00

REGULAR MEETING MINUTES

April 8, 2020


Town Clerk

Zoom Event, Originally Scheduled for the Town Hall Lower Level, Room L101

- I. Call to Order – Chairperson Joe Harpie called the meeting to order at 5:02 PM.
- II. Roll Call – Members present (via Zoom): Joe Harpie, Chairperson; Gail Budrejko, Chris Miner, Anthony Claffey, Rod Mortensen, Ed Murtha, and Don Woods. Others participating: Beth DelBuono, Mayor; Frank Tomcak, Downes Construction Company; Tom Arcari and Chris O’Neill, Quisenberry Arcari + Malik Architecture; Mark Schweitzer, Colliers International; Paul Boutot, Chief Information Officer; James Krupinski, Town Clerk; and Jeff Baron, Director of Administrative Services.
- III. Approval of Prior Meeting Minutes –Mr. Murtha made a motion that the minutes of the March 16, 2020 meeting be approved as written. A second to the motion was made by Mr. Mortensen. The motion was approved by a vote of 7 YES to 0 NO.
- IV. Public Participation – None.
- V. Project Update – Presented by Mr. Tomcak. He began by presenting a financial summary of the project. It showed change order requests totaling \$638,676.55 and a total anticipated Guaranteed Maximum Price (GMP) of \$28,451,370.10. If the Change Order Proposals he is requesting action on this evening are approved, he shows the Owner’s remaining contingency to be \$178,023.90. This is roughly 80% spent of the owner’s contingency, with project billings at 66%. The Total Project Budget is \$30,336,204. Mr. Arcari asked, if 66% of the GMP is complete, what percentage of the new building project is complete? Mr. Tomcak replied that the new building is 80-85% complete. Mr. Miner asked about further releases of money back to the Town. Mr. Tomcak responded that he was looking at it. There are some winter weather items. Downes Construction is getting ready to prepare Mazzoccoli Way. Mr. Tomcak felt he needed to check with his office to see what Downes Construction could give back. Mr. Arcari observed that the pending construction Change Order Proposals (COPs) number is trending downwards as the Committee gets towards the end of the project. The Chair noted that there is \$714,000 between the Owner’s and the Construction Manager’s contingencies. Downes Construction is 80% done with the building. They will also be taking down the existing Town Hall. Are they comfortable that they have the funds for demolition? Mr. Tomcak responded they have allowances in the demolition phase. He feels comfortable with what is in contingency. They are on the downward slope of Change Orders. Mr. Arcari added that the Construction Manager is billing to 70% completion at the end of the month, plus

allowances in the demolition phase. The Town will have close to 10%. The Town is in a good position. Ms. Budrejko asked if Downes Construction had some input as to COVID-19. Are there any additional costs or issues? Mr. Tomcak replied that he wanted to address that later in the meeting.

Mr. Tomcak then presented his schedule update. These items included work completed, work in progress, work to start, and other critical items/milestones. Work completed entailed the switch over to permanent power (the meter is set and permanent light fixtures have been energized on the 2nd floor); slab on grade in the gymnasium; interior framing at the Community Center; 1st and 3rd floor drywall and taping (and sanding); prepare and paint the 1st and 2nd floors (which excludes the finish coat); Community Center sheathing, air vapor barrier, and slab on grade (there is some cast stone left to do); the 2nd floor light fixtures and wiring; the 2nd floor bathrooms and porcelain tile; the acoustical ceiling grid on the 1st and 2nd floors, which is substantially complete (to the point where ceiling tile can be placed – the ceiling grid has been started on the 3rd floor); the vault installation, which is substantially complete; the gymnasium masonry veneer and windows, which are substantially complete; and the generator that has been set at its temporary location.

Work in progress consists of millwork on the second floor (the upper and lower cabinets, they just started the 3rd floor earlier in the day); mechanical-electrical-plumbing (MEP) rough-in on all floors, including the Community Center (the electricity has been expedited by weekend work); prepare and paint the 3rd floor; the acoustical ceiling grid on the 3rd floor; porcelain tile in the 1st floor bathrooms; in-wall electrical rough-in of the Community Center; installation of door frames and doors in the Community Center (two crews from Acorn glass are also working on glass); placing concrete at the main entries of Town Hall; flexible ductwork diffusers on the 1st and 2nd floors; and installation of ductwork serving the gymnasium.

Work to start (some of it 3-4 weeks down the road) consists of furring the walls inside the vault; priming the Concrete Masonry Unit (CMU) interior walls in the gymnasium; millwork on the 3rd floor; porcelain tile in the 3rd floor bathrooms; steel columns and beams at the main vestibules (these are the entries at the east and west ends of the Town Hall); setting the flag poles at the Town Hall west entry; hanging drywall in the Community Center; mechanical equipment startup (this will start the week of the 20th when they will start moving air); carpet installation on the 3rd floor; Grand lobby and 1st floor acoustical ceiling grid; and the sidewalk and curbing along Mazzoccoli Way (this will begin the week of April 27th with the sidewalk monolithic pour, with curbing).

Other critical items and milestones is where the further discussion regarding COVID-19 ensued. There was difficulty in getting brick out of Pennsylvania. The mason and Downes Construction got it delivered. There was difficulty with the ceiling tile, which was coming from Pennsylvania also. They got it on time as well. Mr. Tomcak will continue to watch the general trade packages. His company has been talking with window suppliers, to get material delivered as it is needed. The one exception is the chemical system in the vault. It has a 600-pound tank. The factory for the tank has shut down. The biggest challenge is keeping workers safe and ensuring that they have a comfort level.

Downes Construction has added a sanitizing station with hot water on the 1st floor of Town Hall. No workers have become ill from novel coronavirus so far, although a couple have left because they are nervous. He is looking to take precautionary measures for a ten- week period. He is looking to have a nurse, or perhaps an emergency medical technician, present to monitor all workers on the job site. They would take the workers' temperatures. They are currently cleaning the portable toilets twice a week. They will be moving to having them cleaned three times a week. Downes Construction has an allowance for the toilet cleaning. Mr. Tomcak has an estimated value for the rest of \$14,000 or \$15,000. He would also like to bring in a third-party company to sanitize the site. This will start on Monday. They will spray the entire building, workers' tools, etc. for \$1,300 per application. There are 65 to 75 workers on many work days. He wants to keep everybody safe. Ms. Budrejko asked about site sanitation frequency. Mr. Tomcak replied that applications would be twice a week and that he would monitor it. Ms. Budrejko asked if all new materials delivered to the job site would be sprayed. Mr. Tomcak replied that they would not be sprayed at the time of delivery, they would be sprayed as part of each application of the sanitizing process. This company will also spray down the Conex containers. The Mayor asked if this would be at the Town's or Downes Construction's expense. Mr. Tomcak replied that nobody could have anticipated this. It is a pretty sizable price tag. It could come out of the Construction Manager's contingency. The Mayor suggested having the Town Attorney look at this. Mr. Harpie noted that it had just come up today. There was now a Governor's order. The spraying to sanitize the site should be done. We have to collectively work this number down. The Committee won't take any action on it this evening. It is possible there will be FEMA money. It is for the Committee to evaluate and adjust. Mr. Arcari stated that Hartford Health Care was paying \$0.30 per square foot to sanitize. This is a "no-brainer". Realistically, Downes Construction couldn't have anticipated the corona virus. This is a force majeure issue, for a tiny cost. The Mayor responded that she was not questioning the \$1,300 per sanitizing, more the hiring of a nurse. Mr. Tomcak added that he would classify this as an unforeseen condition that would entitle Downes Construction to a Change Order. Mr. Arcari also pointed out that Downes Construction has paid out to expedite work throughout the contract. This will further facilitate the project schedule. Mr. Harpie responded that the Committee will have an opportunity to digest this. Mr. Tomcak reiterated that the dollar figures are based on a ten-week period.

Mr. Mortensen stated that he wants to make every effort to make the site safe. He agrees with spray sanitation. He would like the rationale behind having a nurse present. He commended Downes Construction for taking the initiative. He asked if Downes was recommending using face protection. Mr. Tomcak responded that yes, that is being encouraged. Mr. Claffey asked, concerning COVID-19 and the work to start, if there was any ill effect to starting the mechanical units. Mr. Miner stated that it was just the opposite, the Center for Disease Control was encouraging the ramp up of fresh, outside air. Mr. Claffey re-phrased his question: are there other costs associated with monitoring air, with COVID-19 concerns. Could there be back end effects, filters that need to be changed more frequently, etc.? Mr. Tomcak responded that before the system gets turned

on he will have to research this to see if additional responses are needed. Mr. Woods added that on one of the jobs his company is on, a nurse is at the job site at 7:00 am. If an employee is late, that employee is not allowed to work. Ms. Budrejko stated that, just to take a temperature, lower certified people could do that. Mt. Tomcak summed up by stating that it should not be the Superintendent's role. Somebody from the medical arena should take temperatures. He is just trying to get in front of this. He is open to suggestions.

Mr. Tomcak then presented the COPs he was requesting action on at this meeting. These include #82, a child size toilet for daycare. This is coming out of the construction manager's contingency, with no change to the GMP. This is for re-working the slab-on-grade to accommodate the plumbing. COP # 135, mail room revisions, for \$2,021.62. This is for electrical and utility adjustments. COP #136, canopy drain modifications, for \$2,688.00. These are at the main entrance on the east side of the building. COP #144, control wiring for coiling grilles. This is coming out of the construction manager's contingency, with no change to the GMP. COP #145, monitoring for the generator, \$12,903.00. This is for monitoring the permanent generator only. The temporary generator will be monitored through other means. COP # 160, Assessor's Office layout changes, for \$3,648.34. The Assessor's Office had called for a closet. There was a request to leave the walls off to accommodate a photocopier, dedicated circuits, and four data cables. COP #168, power for smoke dampers, 2nd/3rd floor, for \$4,618.83. COP #169, new feed for mechanical unit DOAS-1A (Dedicated Outdoor Air System), for \$2,406.94. COP #170, VAV (Variable Air Volume) wiring. This is coming out of the construction manager's contingency, with no change to the GMP. COP #175, expedite framing/sheathing at the Community Center east side. This is coming out of the construction manager's contingency, with no change to the GMP. COP #176, eliminate drop ceilings in data rooms, for \$3,914.34. This is on the 1st floor. This cost is to tape the walls to the deck, plus priming and painting, also. COP #177, RFI (Request for Information) #101, additional soffit, for \$551.75. COP #178, credit flag pole brackets/labor, for (\$2,290.00). This is a credit back of the original brackets. COP #185, to remove/re-install door frames at 3rd floor bathrooms, for \$2,390.16. COP #186, expedite electrical rough-in at the Community Center on March 30, 2020. This is coming out of the construction manager's contingency, with no change to the GMP. There will be another crew working this Saturday also. COP #187, additional metal angle support for the roof fascia, for \$7,585.97. This is to meet warranty requirements. COP #188, to remove/replace damaged fence/scrim. This is coming out of the construction manager's contingency, with no change to the GMP. The fence had to be moved in order to set the mechanical equipment. The total of these COPs is \$40,438.95.

Mr. Harpie asked about COP # 145, for monitoring the generator. Mr. Tomcak responded that he had looked back at the base contract. This will allow the Town to monitor the generator when it is in its final resting place. Mr. Harpie then spoke about the finding that the generator was at 87% of capacity. He believes that Mr. Arcari has looked at another option. Mr. Arcari stated that by calculation the generator uses 87% of its capacity. The recommended level is 82%. Not everything on the generator is used or

plugged in at once. The determination of the ultimate redesigned load on the generator will be done from the four-day test. He has also looked at the availability of taking the gym roof top unit off the generator. It is 12% of the total load. This would lower the percentage of the calculated load to 75%. He wants an additional threshold test. Mr. Boutot asked if it was true that when the generator was at 87% capacity, that only 25% of the items were on the generator? Mr. Arcari responded that 25% of the lights were on the generator, and no cooling. Most of Information Technology has been added to the generator. The Town could reconsider if lighting and cooling could be added to the generator. 200 power outlets are on the generator. Mr. Boutot asked if the Town lost power, was less than 30% of the building on the generator? Mr. Arcari responded no, that only the air conditioning, 75% of the lighting, and a portion of the electrical outlets would not be on. He further stated that DTC (the engineer of record) had received Mr. Boutot's latest request.

Mr. Tomcak then presented the order of magnitude/pending revisions. He requested verbal approval from the Committee for three of these. The first is COP #158, power requirements for the elevator, for \$15,064.05. The elevator is coming the first week of May and needs power to be in place by then. Mr. Claffey asked if the elevator was changed from the original design. Mr. Tomcak stated that it was changed in the value management process. The type of elevator was changed. There was no provision for power at the top of the shaft. The net is about \$7,000. Mr. Arcari added that it was also changed because the original design called for construction of a machine room. Mr. Claffey pointed out that the public should be aware that the Committee was looking at the overall big picture. The second COP for which verbal approval was being sought is COP #189, sealed concrete floor finish in lieu of VCT within the vault, for \$1,789.00. Mr. Tomcak told the Committee it is for the floor finish in the vault, which needs to be sealed concrete. This COP has been vetted with the design team and with Colliers. The Mayor noted that plans had been issued that required VCT (vinyl composite tile) flooring. She asked Mr. Krupienski, the Town Clerk, to update the Committee. Mr. Krupienski stated that in October of 2018 a meeting was held that included representatives of the State Fire Marshal's Office and the State Library. At that meeting the vendor stated that they do not allow flooring in the vault. He was surprised to find out that VCT was the flooring that was specified. Mr. Arcari stated that it was specified that way as an oversight. The third COP for which verbal approval was sought was COP #191, to remove/replace electrical panel NL-CC, for \$2,676.00. Mr. Tomcak told the Committee that this panel doesn't have the necessary capacity. This COP is for a larger panel. There is a two-to-three-week lead time for this item.

Mr. Tomcak then presented the remaining order of magnitude/pending revisions. These included COP #s 34, 154, 166, 173, 181, 182, 183, 184, 190, 192, and 193. He stated that for the COVID-19 precautions, continued discussions are needed. He will sanitize the project. He will also expedite the rough-in of the Community Center electrical work. This will put the Community Center and the gymnasium on track with the Town Hall. It was not intended to be a phased in project.

Mr. Tomcak and the Committee also discussed a number of the previously rejected COPS. On the air conditioning unit for Newington Community Television, Mr. Harpie asked if the unit was put in the wrong room, in the control room instead of the engineering room. Mr. Tomcak stated that he could re-visit this item. One unit could be re-located into the engineering room. He will work out the cost. Ms. Budrejko asked if there were any immediate safety concerns with not extending Mazzoccoli Way to Cedar Street. Mr. Baron stated that the Town would address this after the project was over.

Mr. Tomcak concluded his update by presenting 23 photos. The 1st photo showed the outside of the entrance on the west side of Town Hall. The 2nd photo was of the aluminum storefront. The 3rd photo was of the Town Hall facing Cedar Street, with crown molding at the top. The Mayor asked if any of the windows were upside down, as the small windows on the top floor are on the bottom and the small windows on the lower floor are at the top. She was assured that is how the windows were designed. The 4th photo showed the generator at its temporary location (outside the Town Manager's Office). The 5th photo showed the connector entrance to the food pantry and Human Services. A concrete patio will go there. The 6th photo shows the gymnasium protruding from the connector. The 7th photo is wrapping around the bump-out. It shows the Community Center on the south face. The 8th photo is a close up of the brick that is left to be installed. The dark color is the air vapor barrier system. The 9th photo shows the inside of the gymnasium, looking at the windows. The 10th photo shows inside the Community Center, looking down the hallway towards the Town Hall. The 11th photo shows another concept of the Community Center, the south side hallway. The door at the end exits out into the gymnasium stairwell. The 12th photo shows a gang bathroom on the 1st floor. Floor tile is going down, showers are in. The 13th photo shows the Grand Hall with ceiling soffits. On the left is the future home of the elevator. The 14th photo shows Rich from Firelok, working on the vault door last week. The 15th photo shows the Council Chamber. The sheetrock taping is largely done. The 16th and 17th photos are of the 2nd floor hallways. The ceiling grid is in and the overhead light fixtures are on. The 18th photo shows the typical cabinet set up on the 2nd floor. The 19th photo shows a close up of a single bathroom. The 20th photo shows the stairwell off the Grand Hall. The grid is done. The 21st photo shows a painter on the 3rd floor. The painter has finished the first coat on all 3rd floor offices. The 22nd photo shows a typical office space on the 3rd floor. The 23rd and final photo shows material for the 3rd floor. This concluded Mr. Tomcak's presentation.

- VI. Consider and Take Action on Change Order Requests – Mr. Murtha made a motion that the Committee accept the COPS presented at this meeting for review and approval, totaling, \$40,438.95. A second to the motion was made by Mr. Miner. There was no further discussion. The motion passed by a vote of 7 YES to 0 NO. The Committee agreed by consensus to also consider the COPS the Construction Manager had requested verbal approval on. Mr. Tomcak told the Committee that COPS #158 and #191 are critical. The Chair stated that the Committee will hold off on the COP for the vault floor until any disfunction is addressed. Mr. Arcari reminded the Committee that if there is any

dispute it should understand that the contractual procedure is between the contractor (Downes Construction) and the Town. The issue is then between the Town and the Architect. He would hate to see this item held up over a relatively low dollar volume. The Chair responded that it would be held up until the matter is resolved even if it were only one dollar. Mr. Miner asked Mr. Schweitzer if this had been added to his list of potential errors and omission items. Mr. Schweitzer stated that it had. There was no action on this item. Mr. Mortensen made a motion that the Committee approve COP #158, for power requirements for the elevator, for \$15,064.05. A second to the motion was made by Mr. Murtha. There was no further discussion. The motion passed by a vote of 7 YES to 0 NO. Mr. Mortensen made a motion that the Committee approve COP #191 to remove/replace electrical panel NL-CC, for \$2,676.00. A second to the motion was made by Mr. Murtha. There was no further discussion. The motion passed by a vote of 7 YES to 0 NO.

- VII. Consider and Take Action on Fund Transfers – Mr. Baron stated that independent construction testing services were more than had originally been anticipated. He requested that the Committee approve a transfer of \$40,000 to cover invoices for testing that had been received and also estimated invoice levels for further construction testing. The costs for moving were lower than anticipated. The transfer would come out of the miscellaneous line item rather than the Owner’s contingency line item. Mr. Miner made a motion that the Committee approve a transfer of \$40,000 from the miscellaneous line item, account 31110-8230, to the survey and testing line item, account 31110-8229, to cover additional independent construction testing. A second to the motion was made by Mr. Mortensen. There was no further discussion. The motion passed by a vote of 6 YES to 1 NO (Mr. Claffey). Mr. Baron then asked that the Committee approve a transfer for the COPs it had approved earlier in the evening. Mr. Claffey asked what the Committee would be voting on. Mr. Baron responded that this would provide the funding mechanism to pay for the COPs that the Committee had approved earlier in the meeting. Mr. Mortensen made a motion that the Committee approve the transfer of \$40,438.95, plus \$15,064.05 for COP #158, plus \$2,676.00 for COP #151, from Owner’s contingency, line item, 31110-9912, to the construction line item, 31110-9911. A second to this motion was made by Mr. Murtha. There was no further discussion. The motion passed by a roll call vote of 7 YES to 0 NO.
- VIII. Any Other Business Pertinent to the Committee – Mr. Baron stated that the next regular meeting dates of the Committee were on April 22nd and May 13th. Mr. Claffey stated that he appreciated the Town staff’s efforts in holding this virtual meeting.
- IX. Public Participation – None.
- X. Comments by Committee Members – None.
- XI. Adjournment – the meeting adjourned at 7:04 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron,
Director of Administrative Services