

TOWN OF NEWINGTON

TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

John O. Harpie
Town Clerk

SPECIAL MEETING MINUTES

January 22, 2020

Town Hall Lower Level, Conference Room L101

- I. Call to Order – Chairperson Joe Harpie called the meeting to order at 5:02 PM.
- II. Roll Call – Members present: Joe Harpie, Chairperson; Gail Budrejko, Chris Miner, Anthony Claffey, Rod Mortensen, Ed Murtha, and Don Woods. Others present: Keith Chapman, Town Manager; Frank Tomcak, Downes Construction Company; Tom Arcari and Chris O’Neill, Quisenberry Arcari + Malik Architecture; and Jeff Baron, Director of Administrative Services.
- III. Approval of Prior Meeting Minutes –Mr. Mortensen made a motion that the minutes of the November 13, 2019 meeting and the minutes of the December 18, 2019 meeting be approved as written. A second to the motion was made by Mr. Miner. 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 with the project financial summary, which showed a total anticipated final GMP (Guaranteed Maximum Price) of \$28,333,726.59. He then presented a schedule update, which included work completed (temporary heat setup; stairwell number two; spray foam insulation; interior framing substantially complete; door frames substantially complete; air vapor barrier; concrete masonry units at the gymnasium bump-out; concrete foundation/walls including the gym and the community center; waterproofing/backfill along the east side of the gym; and community center steel up to the column identified as X.2 on the plans), work in progress (above ceiling rough in of all floors for mechanical-electrical-plumbing; in wall electrical/plumbing rough in on the first and third floors of the Town Hall; drywall installation on the second floor; the main switchgear, the brick veneer of the Town Hall, exterior framing sheathing /air vapor barrier in the community center; and complete gym concrete masonry units for the south portion only), work to start (balance of the community center steel on the south side; gym roof joists and metal deck; framing/mechanical-electrical-plumbing rough in inspection on the first floor; drywall taping on the second floor; setting the rooftop equipment; brick veneer on the north side of the Town Hall; glass/glazing in the Town Hall; and mechanical-electrical-plumbing underground in the community center/gym) and other critical milestones (mechanical-electrical-plumbing coordination process with equipment/systems throughout the building; third floor power/data changes; and winter weather/other potential cost impacts

due to the water main delay). Mr. Tomcak hopes to provide a credit to the Committee after the winter weather is concluded and the full effects are known. Mr. Claffey asked about the critical items and milestones, feeling that a lot of them were mechanical, how much of the mechanical had changed, and how much was from the delay with the water main. Mr. Tomcak responded that some issues stemmed from the furniture layouts that are still being worked on, and other ongoing discussions about power. Mr. Claffey asked who is tracking these changes. Mr. Baron replied that Colliers was doing this. Mr. Claffey noted that on the critical path items there were three big items. They are mechanical-electrical-plumbing but it is not clear if power is shown. He asked if the three bulleted items correlated with the change orders. Mr. Tomcak replied that they were part of the coordination. Mr. Claffey stated that they are larger than is normal and asked why we were still dealing with the furniture element. Mr. Tomcak responded that the plan evolved and the layout may change. Mr. Harpie stated that there have been a number of addendum throughout the history of the project. The third floor has come up with a number of items to be moved. There is a question of a number of items on the floors being under-powered. There have been a number of Requests for Information from the trades. The Committee will see the project through. It is a good project that will meet the needs of the stakeholders in the building. We are on top of the issues. All are focused on getting this project done. We need to rely on a lot of experts. There has to be a certain level of trust. If there are a certain percentage of omissions, you still have to pay the trades. It is burdensome, but it has to be done. We are trying to stay on course to build this building intelligently. This won't stop the project. Mr. Claffey mentioned the generator. This was bought up a year ago. Mr. Arcari spoke about electrical and furniture changes, how many things on this project have changed. The people in the Town departments vetting the furniture have changed. If the furniture is off from what was shown originally, there are changes. His firm is working with the Town to reduce the amount. A lot of little bits and pieces have changed. There is a lot of moving. They are trying to get items resolved in a timely fashion. As to change orders, when you take out the water main, unsuitable soils and the temporary heating issues, the change orders amount to 1% of the project cost. That is 1% on things that we can control.

Mr. Tomcak then presented the Change Order Proposals (COPs) that he was requesting Committee action on at this meeting. These are COP 60 (additional conduit feeds for the generator, \$13,320.56); COP 97 (re-route condensate piping, \$11,546.62), COP 109 (credit for stair nosing [material only] <\$485.00>), COP 110 (Fur out walls to accommodate water fountain, \$462.05), COP 114 (power/data changes on the first and second floors \$10,630.35), COP 115 (power for water fountains \$833.22), COP 119 (enclose exposed piping with framing/drywall on the second floor \$2,766.88), COP 122 (exterior post mount for Americans with Disabilities Act push button device \$1,575.74), COP 124 (re-fabricate hollow metal frames at two locations, \$0, a construction manager contingency item), COP 132 (temporary gas piping for heating equipment at Town Hall \$0, part of an allowance), COP 133 (temporary gas piping for heating equipment at the gym, \$0, part of an allowance), and COP 134 (add conduit/wiring for card readers at the first and second floors of Town Hall, \$4,128.69). The total of the COPs is \$44,779.11.

Mr. Tomcak then presented a number of the COPs that are pending, still being developed, or still being vetted. These were COPs 34, 83, 84, 95, 96, 101, 103, 106, 107, 111, 117, 118, 123, 128, 130, 135, 137 (the vinyl tile change order that has potential savings for the Town in flooring), and 138. All pending COPs currently total \$198,469.89. The retainage held by the Town is currently \$521,185.30. The \$150,000 potential credit would be right out of the construction manager's contingency. It followed the vetting of the subcontractor's numbers. There is now very little vetting left to do.

Mr. Tomcak then presented 13 photos. The first was of the veneer at the masonry. The second showed framing on the first floor. The third photo showed the air vapor barrier. The fourth photo showed the gym area and the last piece of concrete masonry unit needed to complete the gym. The next photo shows the west side of the site. The sixth photo shows the gym bump-out. The holes are for steel erection. The seventh photo shows the first floor grand hallway. The eighth photo shows switchgear set in place. The ninth photo shows second floor sheetrock in place. Taping will start on January 27th. The tenth photo is more of that. The eleventh photo shows framing completed on the third floor. The twelfth photo shows more of that. The thirteenth and final photo shows the basement, with ductwork and sprinklers up.

- VI. Consider and Take Action on Change Order Requests – The Committee took action on the Change Order Proposals presented earlier by Mr. Tomcak. Mr. Mortensen made a motion that the Committee approve COPs 60, 97, 109, 110, 114, 115, 119, 122, 124, 132, 133, and 134, for a total of \$44,779.11. 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 requested a motion to approve the transfer of funds out of the Owner's Contingency to cover all Change Order Proposals approved by the Committee this evening. Mr. Mortensen made a motion that the Committee approve the transfer of \$44,779.11 from the Owner's Contingency line item, account number 31110-9912, to the project construction line item, 31110-9911. A second to the motion was made by Mr. Murtha. The motion passed by a vote of 7 YES to 0 NO.
- VIII. Any Other Business Pertinent to the Committee – The Chair stated that he had met with the staff from the Board of Education about the prospects for having one mover rather than two. He mentioned that the Board is looking at purchasing \$750,000 worth of furniture and technology equipment for the move over, and the Town is expecting to purchase roughly \$450,000 of furniture. Mr. Tomcak added that an early move in is a goal of theirs, but that the Owner's move in date is still July 14th. Mr. Claffey asked about the sewer line running through the existing Town Hall and Ms. Budrejko asked about physical accessibility between the new Town Hall and the police department building. Mr. Arcari showed a site plan that included the accessibility options under consideration. Mr. Harpie spoke about two exemptions that are being evaluated and noted that the Committee is addressing the accessibility issue.
- IX. Public Participation – None.

- X. Comments by Committee Members – None.
- XI. Adjournment – the meeting adjourned at 6:15 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron,
Director of Administrative Services