

TOWN OF NEWINGTON

TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

2019 MAR 22 AM 11:31

SPECIAL MEETING MINUTES


Town Clerk

March 20, 2019

Town Hall Lower Level, Conference Room L101

- I. Call to Order – Mr. Harpie called the meeting to order at 5:00 PM.
- II. Roll Call – Members present: Joe Harpie, Chairperson; Beth DelBuono, Jim Marocchini, Rod Mortensen, Ed Murtha, and Don Woods (via speakerphone). Others present: Roy Zartarian, Mayor; Frank Tomcak and Chuck Smith, Downes Construction Company; Tom Arcari and Kyle Baron, Quisenberry Arcari + Malik Architecture; Marc Sklenka and Mark Schweitzer, Colliers International; Tanya Lane, Town Manager; Dave Langdon, Director of Facilities Management; and Jeff Baron, Director of Administrative Services. The chair asked for a moment of silence in memory of Ed Pizzella, who recently passed away. Mr. Jeff Baron introduced Mr. Sklenka and Mr. Schweitzer to the Committee.
- III. Approval of Prior Meeting Minutes – Mr. Mortensen made a motion that the minutes of the February 6, 2019 meeting be approved as written. A second to the motion was made by Mr. Marocchini. The motion passed by a vote of 6 YES to 0 NO.
- IV. Public Participation – Rose Lyons, 46 Elton Drive, spoke about her prior attendance at Committee meetings.
- V. Project Status Update – presented by Mr. Tomcak. He introduced Mr. Smith, who will be responsible for field supervision, which includes safety, quality control, as well as coordination and scheduling of all subcontractors. He will also be working with Colliers. A Guaranteed Maximum Price (GMP) Amendment was signed on March 13th by both the Town and Downes Construction. Mr. Tomcak presented the format that will be used as the basis for future financial information that Downes will present to the Committee. A notice of intent went out to all subcontractors the previous week. Mr. Tomcak reviewed the work completed by Downes, namely that Call Before You Dig had been notified, a layout has been developed for temporary fencing, trees that need to be removed have been identified and tagged, the ten day abatement notification was filed the previous Friday (March 15th), the Building Permit had been applied for and received, and the DEEP (State of Connecticut Department of Energy and Environmental Protection) permit had been filed with the State on February 27th, to start the 60 day review period. The 60 day DEEP waiting period was taken into account when the schedule was developed. Mr. Tomcak presented the work that is in progress, namely that the contractors are getting released, and those subcontractors are providing their bonds and certificates of insurance.

The initial submittal approval process is underway. Steel reinforcing bar shop drawings have been received. Work to start in the next few weeks includes temporary wall infills in preparation for abatement and then demolition in the former Transition Academy wing of the current Town Hall is scheduled for the week of April 1st. An office trailer is on order from William Scotsman, and compound/site fencing is scheduled for the week of April 8th. Site removals of miscellaneous items for salvage to the Town is also scheduled for the week of April 8th. Mayor Zartarian asked about the Veteran's Monument that is by the current front entrance. Mr. Tomcak responded that it was already flagged in their drawings. Mr. Langdon added that a decision still had to be reached on the totem pole that is in the front lobby. Mr. Tomcak identified other critical items and milestones. Downes Construction will be taking control of the upper Town Hall parking lot on April 8th. There are a number of value engineering items in the GMP. These need to be finalized with the design team. The DEEP permit approval also needs to be tracked. At future Building Committee meetings Mr. Tomcak will also present Change Order Proposals. There were no further updates from the Project Architect.

Mr. Harpie then asked a number of questions of the members of Colliers International regarding their role in the project. Mr. Sklenka stated that they were excited to be part of the project. They are here to represent the Town and work alongside Mr. Langdon. They will be keeping an eye on what is happening on the job site and why. They will also give updates to the Building Committee. They normally recommend a finance subcommittee to review proposed change orders and pay applications. The benefit is that the Committee as a whole then knows that the Financial Subcommittee signed off on these things. Mr. Harpie asked where Colliers saw themselves. The response was that Colliers is still getting access to the plans and specifications. They received the GMP amendment from the Town. They are developing a total project budget. They are starting to build that information. Then they will do a review. They will also pay close attention to the schedule of activities. Mr. Harpie asked what metrics they apply. Mr. Sklenka responded that they use the pay application. Mr. Harpie noted that the Town Manager has regular staff meetings. Mr. Harpie has gone to the bulk of those and shared the information from them with the other Committee members. He asked if there will be written reports to the Building Committee? He was told that there will be. Mr. Sklenka added that Colliers will identify their perspective of where things stand. They will be on site every day. They are process managers. Their role is to keep information and the process flowing. Mr. Harpie asked a hypothetical question about the MEP (Mechanical/Electrical/Plumbing) bid, and if a different HVAC (Heating, Ventilating and Air Conditioning) product was being considered, would Colliers intercede in their evaluation of that? Mr. Sklenka replied that they would, although DTC, as the project engineer would look at that since they designed the system and specified the product. Mr. Harpie asked if Colliers would be involved in all the usual aspects of construction, and was told that they would. Mr. Harpie asked if Colliers had a work flow chart. Colliers responded that no, they had been on enough jobs to know how information moves. Information needs to get from Downes Construction to Quisenberry Arcari + Malik. They will make sure that Mr. Langdon is OK with the process as well. Mr. Harpie asked if

Colliers would act as referee on Downes Construction vs. Quisenberry Arcari issues. Mr. Sklenka responded that there are differences of opinion on all jobs. Colliers will help to resolve issues. They will also set up and document controls, and verify the maintenance of project records. Mr. Sklenka mentioned pay applications. Mr. Baron interjected that pay applications have not come before Building Committees in the past, and were not expected to do so. The Town has to meet its contractual obligations, and is not in a position to withhold contractually obligated payments. Mr. Mortensen noted there is a great team in place to monitor the project. He would like to know, since Colliers' hiring and selection had nothing to do with the Building Committee, who would they answer to? If there is a dispute or a disagreement, the Committee needs to know. The Town Manager responded that the Town hired a team of two people with a much larger team behind them. Colliers will report to Mr. Langdon. On the topic of a finance subcommittee, Mr. Harpie felt that the Committee needed to talk about that amongst themselves. They need to think it over and kick it around. The Finance Director also needs to be plugged in.

Mr. Harpie asked about Change Order management. Mr. Sklenka responded that change orders are inevitable. There are three reasons for change orders: unforeseen conditions; errors and omissions; or betterment. Colliers will track which category these fall into. They also don't wait for something to become a change order request before they start tracking it. They start tracking something from the time an item or issue is raised. They also identify the estimated value as opposed to the proposed value for change order items. Mr. Tomcak added that Downes Construction will be following the same process. Mr. Sklenka stated that they will reconcile change order logs with Downes Construction on a monthly basis. Mr. Harpie asked if change orders were generated by Downes, would they come out of the construction manager's contingency? Mr. Sklenka stated that it depends on the item. They will be on multiple logs. Mr. Baron added that the GMP amendment identifies whose responsibility it is, rather than who initiates the change order request. Mr. Sklenka pointed out that decisions may have to be made fairly quickly. The schedule may call for a quick decision. There needs to be a process in place for making those decisions. Mr. Marocchini felt that in such situations staff would be notified and the information would be provided to the Building Committee. Most would be handled on a time and materials basis. Mr. Tomcak felt that the Committee needed an order of magnitude that everyone is comfortable with. Mr. Harpie stated that the project has been well vetted. He also asked Colliers how they handled project closeout. Mr. Sklenka responded that in addition to making certain the Town received items such as attic stock, they are collecting information for the state audit process. As to the punch list, they look throughout the project at the quality of construction, so much of the punch list can be minimal. Mr. Harpie commented on the state grant process. There was some confusion on what they would accept. They eventually gave the Town a percentage on the whole building. Mr. Mortensen stated that the Committee can hit the ground running. For the next meeting, he requested a staff recommendation of how the process should work. The other Committee members agreed by consensus.

- VI. Any Other Business Pertinent to the Committee – Mr. Baron informed the Committee that a groundbreaking ceremony was scheduled for Monday, April 1st, at 4:00 PM, in front of the building. Members were asked to contact him before the end of this week (March 22nd) if they wished to attend. Mr. Harpie asked Colliers if they also reviewed safety and the laydown space/logistics plans. Mr. Sklenka responded that they did review safety measures and they had already reviewed the logistics plans that were presented to the Committee at an earlier meeting.
- VII. Public Participation – Rose Lyons, 46 Elton Drive, spoke about communication.
- VIII. Comments by Committee Members – Mr. Harpie thanked all those involved. He felt that it was very encouraging. Some people have waited to get to this stage for a long time.
- IX. Adjournment – the meeting adjourned at 5:58 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron,
Director of Administrative Services