

TOWN OF NEWINGTON

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TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

MAY 27 AM 11:39

SPECIAL MEETING MINUTES

May 20, 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 5:10 PM.
- II. Roll Call – Members present (via Zoom): Joe Harpie, Chairperson; Gail Budrejko, Chris Miner, Ed Murtha, Anthony Claffey, Don Woods, and Rod Mortensen (participated starting at 5:14 PM, left the meeting shortly thereafter and rejoined the meeting during Agenda item XI). Others participating: Beth DelBuono, Mayor; Frank Tomcak, Downes Construction Company; Chris O’Neill, Quisenberry Arcari + Malik Architecture; Mark Schweitzer, Colliers International; Paul Boutot, Chief Information Officer; James Krupienski, 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 April 22, 2020 meeting be approved as written. A second to the motion was made by Mr. Miner. The motion was approved by a vote of 6 YES to 0 NO.
- IV. Public Participation – Barbara Squillacote, 275 Field Street, spoke about problems with Zoom and about the costs of the new building and the amount left to demolish the old building.
- V. Project Update – Presented by Mr. Tomcak. He began by presenting a financial summary of the project. It showed change order requests approved to date totaling \$676,316.96 and, if the Change Order Proposals (COPs) that he is requesting action on this evening are approved, a total anticipated Guaranteed Maximum Price (GMP) of \$28,610,047.64. If the COPs he is requesting action on this evening, along with the other approximate cost COPs, are approved, he shows the Construction Manager’s remaining contingency will be \$368,153.18, and the remaining Owner’s Contingency to be \$214,983.50. The Total Project Budget is \$30,531,841. \$75,000 of the approved COPs is a giveback from the Construction Manager’s Contingency. One change, for the fiber optic network, will be taken out of Capital Improvement Plan (CIP) funds. Mr. Harpie asked if the total project budget included contingency and retainage. Mr. Tomcak replied that it did. Mr. Harpie noted that this was roughly \$1,500,000. It was not an overrun on the building cost. A good portion supports contingency and retainage. It is standard operating procedure on a project of this nature but it has to be budgeted.

Mr. Tomcak then presented his schedule update. These items included work completed, work in progress, work to start, and other critical items/milestones. They are moving quickly now that the project is in the finishes aspect. Work completed as of

Monday (May 18th) included temporary fence relocation to allow for the binder course along Mazzoccoli Way; the cornice around the gymnasium; the window air leakage testing; gymnasium supply and return air ductwork (duct sock and hard ductwork installed); 3rd floor ceiling grid and tile (some flooring finishes are down, the lights are working); finishes on the 3rd floor (millwork, doors, porcelain, painting, ceiling tile, shades, device covers); roller shades on the 2nd and 3rd floors; plumbing fixtures in the Town Hall (including the connector); data room backbone cabling/grounding; and porcelain tile in the main stairwell off the Grand Hall.

Work in progress consists of installation of exterior door frames and doors in the Community Center; Town Hall vestibules; install the roofing system at the Community Center canopy roofs; final painting on the second floor (there are a couple of hallways left); carpet on the 2nd floor; swing doors on the 2nd floor (they are done on the 3rd floor); porcelain tile in the 2nd floor lobby; elevator cab construction (Schindler has been working on the cab); flexible ductwork/diffusers on the 1st floor; the Grand Hall metal panel ceiling system (started installation); hang drywall/taping in the Community Center (this is substantially complete in the Transition Academy and daycare areas); ceiling grid/millwork in the Community Center (most of the transition Academy cabinets are installed); mechanical equipment startup (started and tested); sidewalk and curbing along Mazzoccoli Way (this is now done); and preparation for the Mazzoccoli Way binder course.

Work to start includes toilet partitions/toilet accessories (they will start after Memorial Day); the dry chemical system for the vault (still tracking delivery, the factory is closed); vinyl plank flooring in the 2nd floor corridors (starts the next day); swing doors on the 1st floor of Town Hall (delivered earlier in the day); Community Center flooring (they expect carpeting by the week of June 1st); gymnasium flooring (they are meeting with the subcontractor the following day); tracking delivery of the general trade packages (white boards have been delivered, other items are on order); binder/final paving along Mazzoccoli Way (lined up for May 26th); north side final grading (after Mazzoccoli Way); temporary bituminous walkway on the west side; set light poles, exterior building lights; topsoil/landscaping/turf establishment (a couple of weeks away); and set flag poles by the Town Hall west entry (this is on hold until more work is completed). Mr. Murtha asked if Downes was following the Town specification for process, binder, and the finish course. Mr. Tomcak replied that they had received approval on their material. He would have to research the thickness of each course that was put down.

Under other critical items and milestones, Mr. Tomcak noted that there were potential material and labor shortages due to COVID-19. These were discussed earlier. Downes is continuing to take the precautionary measures he discussed earlier with the Committee. They are still sanitizing twice a week. Mr. Tomcak wants to continue with that process. Another Construction Manager contingency COP is coming.

Mr. Tomcak then presented the eleven COPs he was requesting action on at this meeting. These include #181, Town Council power, for \$3,326.94); COP # 198, interior/exterior signage, (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #202, a credit for unspent Construction Manager's

contingency of (\$75,000.00); COP #206, call for aid stations in single bathrooms (required by code), for \$3,673.89; COP #208, repaint accent walls on the 3rd floor, for \$684.58; COP #209, exterior post for Americans with Disabilities Act push button (in the Community Center opening between daycare and the Transition Academy), for \$1,575.74; COP #211, exterior site light poles along Mazzoccoli Way, for \$32,888.37; COP #213, extend date to 3rd floor open offices (based on new furniture locations), for \$6,421.24; COP #214, add drywall soffit within daycare (to conceal steel), for \$455.78; COP #217, new control joint at community center cast stone (four locations), for \$5,426.50; and COP #218, additional metal panels in the Grand Hall ceiling (this is coming out of the Construction Manager's contingency, with no change to the GMP). The net total of all these COPs is a credit of (\$20,546.96).

Mr. Tomcak then discussed the order of magnitude/pending revisions. These included COP #s 34, 173, 197, 198, 199, 200, 210, 212, 215, 216, 219, 220, 221, 222, and 223. The amounts have not been finalized. #198 was a duplicate and could be dropped from the list. Committee members verified that COPs 206 (Mr. Miner), 209 (Mr. Claffey) and 217 (Mr. Miner) were most likely architect omissions and that Mr. Schwietzer was tracking them. Ms. Budrejko asked about the credit for COP #202. Mr. Schweitzer explained that part of the contract was for the Construction Manager's contingency items. When it becomes apparent that some of these funds won't be used, part of these funds are released back to the Town periodically. Mr. Tomcak added that he will hold the rest of the Construction Manager's contingency until the end of the project, when there will be a reconciliation. Mr. Harpie stated that all of the Construction Manager's contingency should come back to the owner, back into the project, unless it is spent on something else. Mr. Tomcak added that Downes Construction had given back \$225,000 of the Construction Manager's contingency to date. On the Order of Magnitude revisions, Mr. Miner noted that COP #223 could be broken off as a separate line item for reimbursement by the Federal Emergency Management Agency.

There was discussion about COP #154, for the Fiber Optic work. While related to the Town Hall project, the extra work is being paid out of the Town Wide Fiber Optic project account, which is not part of the charge of this Building Committee. Mr. Harpie determined that the Building Committee would not get bogged down in a lengthy discussion on how to pay for this work. The Committee would not be voting on this COP. Mr. Harpie stated that he would be open to any and all suggestions. Regarding payment requisitions, there are roughly \$19 million in place and roughly \$9 million left to complete.

Mr. Tomcak concluded his update by presenting 24 photos. The 1st photo showed the Town Hall with the sidewalk off the main entry and the roof line, namely the support structure for the roof screens. The 2nd photo was of Mazzoccoli Way towards Cedar Street, with the temporary fence. The light pole base has been set. The 3rd photo was of an entry vestibule, which is typical on both sides of the Town Hall. The 4th photo showed the entry on the west side where the flag poles will go. The 5th photo showed the 3rd floor copy/work area. It has paint, ceiling tiles, and light fixtures. The 6th photo shows the 3rd floor kitchen, which is done except for appliances. The 7th photo is of the 3rd floor open

