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Town Clerk

TOWN OF NEWINGTON

TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

REGULAR MEETING MINUTES

June 10, 2020

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 5:03 PM.
- II. Roll Call – Members present (via Zoom): Joe Harpie, Chairperson; Gail Budrejko, Chris Miner, Anthony Claffey, Rod Mortensen, and Don Woods. Others participating: 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. Woods made a motion that the minutes of the May 20, 2020 meeting be approved as written. A second to the motion was made by Mr. Mortensen. The motion was approved by a vote of 6 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 approved to date totaling \$832,326.88 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 \$28,646,863.59. 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 \$344,490.42, and the remaining Owner’s Contingency to be \$159,087.29. The Total Project Budget is \$30,512,760. One change, for the fiber optic network (for \$176,556.88), will be taken out of Capital Improvement Plan (CIP) funds.  
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 included preparing and setting the binder course for Mazzoccoli Way (Downes is getting ready for the final pave later this month); the toilet partitions at all bathrooms; the porcelain tile in the 2<sup>nd</sup> floor lobby (completed and grouted); vinyl plank flooring on the 2<sup>nd</sup> floor corridors (installation is now complete); rubber roofing at Town Hall vestibules; registers, grilles, diffusers and ceiling tile at all floors of the Town Hall; rubber roofing at the community center canopies/metal trim; coiling grilles at the community center; concrete floor sealer at the food pantry and in the vault; and final painting on the 3<sup>rd</sup> floor.

Work in progress consists of installation of the exterior door frames and doors in the community center (this is substantially complete); Town Hall vestibules (there is some masonry to do, otherwise they are substantially complete); final painting and touch up on the 1<sup>st</sup> and 2<sup>nd</sup> floors; install the floor base (some is installed already); swing balance of doors in the Town Hall (the 3<sup>rd</sup> floor is complete, there are about 20 in the community center left to do and some on the 1<sup>st</sup> and 2<sup>nd</sup> floors); Grand Hall metal panel system, drywall soffits at the community center (they are wrapping up the multi-purpose room); the ceiling grid and millwork in the community center; mechanical equipment start up (this is substantially complete, there are two units to start up in the community center); the dry chemical system for the vault (they started to run the wiring for this system); gymnasium flooring; north side (Cedar Street side) final grading; and topsoil, landscaping and turf establishment.

Work to start includes the community center flooring; install whiteboards (whiteboards are now substantially complete) and picture rail; install fiber reinforced panel in the Parks and Recreation kitchen (this is a washable surface); final flooring finishes throughout; install the food service equipment; final cleaning (this will follow the installation of the flooring); the punch list; fire alarm testing; preliminary air balancing; final paving of Mazzoccoli Way (slated for the week of June 22<sup>nd</sup>); the temporary bituminous walkway on the west side (this links up with the western entry to Town Hall); generator start up and testing; set the light poles and the exterior building lights; set the light poles (Downes does not have the space to do this, so it has been moved off to the second phase of the project); and the gymnasium equipment (basketball hoops and the mat system will be on-site next week).

Under other critical items and milestones, Mr. Tomcak noted that there were potential material and labor shortages due to COVID-19. The elevator contractor installer tested positive for COVID-19. This is a specialized field. Mr. Tomcak will keep tabs with the vendor. They could have a crew on site next week. They are looking at other options. A second critical item is to expedite the balance of the remaining work in the community center and gymnasium. The number of electrical changes added time to the schedule. Downes may need to continue to work the electricians on Saturdays. Mr. Miner asked about the elevator, if that would prevent the Town from getting a Certificate of Occupancy. Mr. Tomcak replied that it would, but that he has been having discussions. He may have to try and get a Temporary Certificate of Occupancy for the 1<sup>st</sup> and 2<sup>nd</sup> floors. He doesn't know if it is possible. If that happens the Board of Education would have to move last. Mr. Miner asked if Schindler (the elevator company) had any liability for not meeting their delivery date. Mr. Tomcak replied that COVID-19 is not anything they would have control over. Mr. Miner expressed concern that there was only one person in the state who could do this work. Mr. Tomcak responded that Schindler was looking at other options. The union will not allow out of state employees to substitute. There are not a lot of people who can install this type of elevator system. Mr. Tomcak informed the Committee that the work in place through May of 2020 is \$21,742,474.46 (excluding retainage). The balance to finish is \$7,840,226.98 (including retainage), and the current retainage held is \$989,385.56. Mr. Harpie asked of the \$21,742,474.46, what

percentage of the \$989,385.56 is related to that cost? Mr. Tomcak responded that the \$989,385.56 was for the subcontractors. Mr. Harpie stated that the purpose for his question was to determine how much more was to be completed. Mr. Tomcak can determine that and respond to the Committee later.

Mr. Harpie then asked if the Town's questions about the generator had been answered. Mr. Boutot stated that they had not. Mr. Harpie stated that he did not know how that would affect the critical path. He asked if the construction manager was hoping that the issues would be resolved. Mr. Tomcak replied that yes, he was hoping they would. Mr. Miner stated that he felt a load test would resolve some of the issues. Mr. Harpie asked Mr. Tomcak if there was another place for the laydown of the elevator materials, as they are taking up a large laydown area. Mr. Tomcak replied that it was not yet an issue, but that they would find another home for their components if they had to. Mr. Claffey stated that, regarding the generator, outside of the load, there were a lot of issues outside of the load test. Mr. Boutot stated that the Town had asked pointed questions about the load in the building in order to determine what load of the new building would be. Mr. Harpie added that the Town had not gotten answers back from DTC. The load test may answer some of the issues. There are calculations that were provided when the previous Facilities Manager was here. There was some information that was not properly provided. Mr. Claffey stated that there were no answers outside of running the machines. Mr. Harpie concluded discussion by stating that Mr. Arcari had DTC in, and what they gave the Town then is all we have gotten or were anticipating to receive.

Mr. Tomcak then presented the fourteen COPs he was requesting action on at this meeting. These include #199, supply/return diffusers and grilles for the vault (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP # 200, continuous soffit vent at community center canopies, (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #210, flag pole light (photo cell) mounted to the west entry roof, for \$9,410.83; COP #212, new switches for gym equipment (to accommodate wiring in the gymnasium), for \$936.00; COP #215, extend mini-spilt cabling between condenser/split unit (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #219, add drop ceilings to each council chamber entryway (in lieu of a hard ceiling) for \$809.95; COP #220, extend drop ceiling/add lighting within multi-purpose rooms (adding 6 light fixtures), for \$1,263.83; COP #221, furnish and install picture rail on the 2<sup>nd</sup> floor, (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #222, furnish and install fiber reinforced panel within the Parks and Recreation kitchen, (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #223, extend COVID-19 measures (through June 26; trades will ramp down after that), (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #224, temporary heating for the community center (this is coming out of the Construction Manager's contingency, with no change to the GMP); COP #227, provide standby power for room 2114 (the room where the card readers go back to), for \$1,371.60; COP #231, expedite wiring terminations for the community

center (this is to work the electricians on a Saturday)(this is coming out of the Construction Manager's contingency, with no change to the GMP); and COP #235, extend sidewalk along the east side of Garfield Street (this was presented in February. It has come back to Downes), for \$41,998.10. The net total of all these COPs is \$55,790.31. Mr. Miner asked about COP #210. Was there no lighting specified for this space on the original drawing? Mr. Tomcak replied that there was not. Mr. Schweitzer stated that he was tracking this Change Order. Mr. Miner asked about COP # 235. Is there a reason why this came back again? He was under the impression that it would be part of the Garfield Street smart road improvements project. Mr. Harpie stated that he had received communication from the Town Manager who asked that the building project complete the work due to the grading and that it was in the best economy of scale to take it back into the project. Mr. Miner stated that the Committee had really been trying to constrain its budget. He knows it came out of the §8-24 referral. Mr. Harpie stated that he wouldn't have been an advocate for this, but the Town remains in violation of the two §8-24 recommendations from the Town Plan and Zoning Commission. It was a matter of public discussion. This COP is to have the project move forward and take care of this. Mr. Miner noted that the concrete subcontractor had demobilized, which he found frustrating. Mr. Claffey asked Colliers to track COP # 227 also. Mr. Schweitzer said that he was showing this as an owner's request for right now. Mr. Boutot stated that before the project began all rooms were identified as "Data" that had data in them. The Town was told that they would have standby power. It was always identified as "Data", but it was overlooked. Mr. Harpie concluded discussion on this item by stating that this project had a number of changes as the result of addenda, and this was another one of those items. Mr. Mortensen asked about the layout of the sidewalk near the south corner of the community center. Mr. Tomcak stated that it would actually connect with the sidewalk at the southeast corner of the gymnasium. It would be tight with the bump out, they would probably have five to six feet. He will look at this location with the landscaper.

Mr. Tomcak then discussed the order of magnitude/pending revisions. These included COP #s 34, 197, 216, 225 226, 228, 229, 230, 232, 233, 234, 236, and 237, plus two others for the elevator shaft retractable ladder and heat trace outside the east and west entryways of the Town Hall. The amounts have not been finalized. Mr. Tomcak mentioned the rejected COPs. Mr. Miner asked if the amount for the sidewalk under the rejected COPs was correct. Mr. Tomcak stated that it was. Mr. Miner asked about the folding partition shipping. Mr. Tomcak responded that the partitions for the conference room on the 2<sup>nd</sup> floor and the Town Council Chambers would ship on July 20<sup>th</sup>, and the partitions for the multi-purpose room and the gymnasium would ship on August 17<sup>th</sup>. Neither should affect the ability to get a certificate of occupancy. Mr. Woods asked about the sidewalk, if the \$10,000 increase in cost was only for the contractor to mobilize. Mr. Tomcak replied that the increase was for the equipment time to dig the whole area. There was no mobilization charge. Mr. Harpie added that he had asked for a breakdown, which he had recently received, and he would distribute that to other Committee members. Ms. Budrejko asked about the effects of COVID-19 on the second phase of the project. Mr. Tomcak said that he couldn't comment without really knowing specifics. The total

amount of workers will be less, only those involved with abatement and demolition. The abatement trade works under containment. There will be no other trades around. The same for the demolition trade. The same holds for any site improvements. There are no issues expected. Mr. Miner made sure that Colliers and Downes were tracking the COVID-19 related expenses as a separate line item for potential reimbursement. Mr. Harpie asked if this would be from the Federal Emergency Management Agency. Mr. Miner responded that yes it would, and there is the possibility of 100% reimbursement.

Mr. Tomcak concluded his update by presenting 17 photos. The 1st photo showed the finished product, the Town Hall from Cedar Street with the roof screens. The 2<sup>nd</sup> photo was another angle from Cedar Street, showing the east entry. The 3<sup>rd</sup> photo was a close up of the east entry way. The 4<sup>th</sup> photo was a shot of Mazzoccoli Way from Garfield Street, showing the binder course and light pole bases. The 5<sup>th</sup> photo showed the south side of the community center. It was taken last week. The area in front is where the concrete patio will go. The 6<sup>th</sup> photo is in the community center, looking at the Parks and Recreation administration area. The 7<sup>th</sup> photo is of the gymnasium with pallets of wood flooring. The 8<sup>th</sup> photo is the community center on the west side. This shows the day care room with the cubbies on the ground. The 9<sup>th</sup> photo is of the Transition Academy finished cabinetry on the west side. The 10<sup>th</sup> photo shows a Transition Academy bathroom. The 11<sup>th</sup> photo is the Transition Academy east wall. There is a lot of cabinetry in this room. The 12<sup>th</sup> photo shows the Grand Hall, looking at the west entry. There is a herringbone pattern on the floor. The 13<sup>th</sup> photo shows the Town Seal in the Grand Hall, looking east. The 14<sup>th</sup> photo shows a typical shot of the 2<sup>nd</sup> floor corridor. The 15<sup>th</sup> photo shows the 2<sup>nd</sup> floor conference room. It will get an operable partition. The 16<sup>th</sup> photo is of typical bathroom toilet partitions. The 17<sup>th</sup> photo is of the 3<sup>rd</sup> floor lobby coming off the elevator. Downes is waiting for carpet to finish this area off. This concluded Mr. Tomcak's presentation. Mr. Miner asked about the original scope of the roof screens. Nothing had been found by either Mr. Tomcak or Mr. O'Neill. Mr. Miner and Mr. Mortensen both felt it would be a good thing to add if there was money left over at the end of the project. Mr. Claffey noted that it had been discussed in the early stages of the project.

- VI. Consider and Take Action on Change Order Requests – Mr. Miner made a motion that the Committee accept the COPs presented at this meeting for review and approval, the COPs from #199 to #235 (#s 199, 200, 210, 212, 215, 219, 220, 221, 222, 223, 224, 227, 231, and 235) totaling an amount of \$55,790.31. A second to the motion was made by Mr. Claffey. There was no discussion. The motion passed by a vote of 6 YES to 0 NO.
- VII. Consider and Take Action on Fund Transfers – Mr. Baron requested a transfer out of the Owner's contingency and into construction. Mr. Mortensen made a motion that the Committee transfer \$55,790.31 from the Owner's Contingency account, account number 31110-9912, to the Construction account, account number 31110-9911. A second to the motion was made by Mr. Miner. The motion passed by a vote of 6 YES to 0 NO.

- VIII. Any Other Business Pertinent to the Committee – The Committee agreed by consensus that the next meeting would be held on June 24<sup>th</sup> at 5:00 PM.
- IX. Public Participation – Barbara Squillacote, 275 Field Street, who asked about the fiber optic system.
- X. Comments by Committee Members – Responding to Ms. Squillacote’s question, Mr. Harpie asked Mr. Tomcak to provide additional information. The fiber optic system runs around the entire site. It is in three pieces. The work requested was approved. The first leg was installed. The work is almost complete on the south side of the community center. The other two legs are on hold until the next phase of the project. The first leg is from the police department to the library. Other phases are more concentrated along the south side of the project. It would be post demolition work. Mr. Harpie said the pricing would remain the same, it was not being taken out of the bond issue. Mr. Tomcak added that the cost of the extra work was \$176,556.88. They got a good chunk done before the Mazzoccoli Way binder course was put in place. Mr. Harpie stated that, given the challenges of the project, Downes Construction and Chris O’Neill of Quisenberry Arcari + Malik have risen to meet those challenges. He can see that what was represented was honest and candid. The only critical path concern based on the schedule is the elevator. When you look at the multiple departments that are going into the building, we can all take pride in that.
- XI. Adjournment – the meeting adjourned at 6:35 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron,  
Director of Administrative Services