TOWN OF NEWINGTON

TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

SPECIAL MEETING MINUTES

October 16, 2019

Town Hall Lower Level, Conference Room L101

I. Call to Order – Chairperson Joe Harpie called the meeting to order at 5:01 PM.

II. Roll Call – Members present: Joe Harpie, Chairperson; Jim Marocchini, Anthony Claffey, Ed Murtha, Don Woods and Rod Mortensen (arrived at 5:07 PM). Others present: Frank Tomcak, Downes Construction Company; Chris O’Neill, Quisenberry Arcari + Malik Architecture; Mark Schweitzer, Colliers International; and Jeff Baron, Director of Administrative Services.

III. Approval of Prior Meeting Minutes – Mr. Woods made a motion that the minutes of the September 18, 2019 meeting be approved as written. A second to the motion was made by Mr. Murtha. The motion passed by a vote of 5 YES to 0 NO.

IV. Public Participation – None.

V. Project Update – Presented by Mr. Tomcak. He began with the financial status report, showing the total anticipated final Guaranteed Maximum Price (GMP) to be $27,969,599.61, which included the last batch of changes approved by the Committee. The approved change order requests, with credits, nets out to a total of $116,732.72. The Construction Manager’s Contingency will become $793,153.56 if the Change Order Proposals presented later in the meeting are acceptable.

Mr. Tomcak discussed work completed. Temporary power has been run into the building. There is now lighting on the first and second floors. Temporary stair tower access is in place. Structural steel erection has taken place in the Town Hall, the connector, and partially in the community center. They have gone as far as they can with the steel until the water main work is complete. Utility coordination on the second floor is complete. They have also modeled utilities for the third floor. Some ceiling heights were lowered on the second floor, from 9 feet to 8’6” for some offices in various locations. Some rooms were also lowered to 8’10”. Water proofing has been completed on the north and east sides of the Town Hall. The water main relocation work with the Metropolitan District Commission (MDC) is done. The final cut and cap of the existing pipe was done by MDC. 140 cubic yards of concrete has been placed. Another 30-40 cubic yards of concrete will be placed on the second floor the next day (October 17th).

Mr. Tomcak discussed the work in progress. This includes underground utilities and trenching for the first floor. Electrical conduits that went through into the main electrical room were inspected earlier in the day today. There is metal deck on the roof.
today. They are setting the sleeves for utilities on the third floor today. Other work in progress includes excavation for the second gymnasium, and preparation for the binder course along Mazzoccoli Way.

Work to start includes the balance of the second floor concrete slab placement in the connector portion, the third floor concrete slab placement that will begin on Monday (October 21st), masonry walls for stairwells 1 and 2 (then on to the gym if possible), exterior light gauge framing, damp proofing the areas of the building that were not water proofed, and footings/foundation for the balance of the gym and the southern exterior. Critical items are MEP (Mechanical, Electrical and Plumbing) coordination for the Town Hall second and third floors, and minimizing the costs of winter weather conditions. There will be some premium time to speed up segments of the work. Mr. Mortensen asked how much behind schedule the project was. Mr. Tomcak replied that he had put together a new master schedule, which kept July 6th as the move in date for the Town Hall. Some activities have been re-sequenced. Masonry is behind. The effect is on winter costs, not the end date. Mr. Tomcak is looking to get weather tight by February. Mr. Claffey asked about secondary costs from the water main relocation. Mr. Tomcak replied that his Change Order was very specific on the factors that need to be taken into account. The secondary costs are weather costs. Mr. Claffey stated that he did not want a change order for premium time. Mr. Tomcak replied that he could come up with a rough order of magnitude for winter weather conditions.

Mr. Tomcak then presented the Change Order Proposals (COPs) that were provided to the Committee members in advance of the meeting. COP #9, for $16,055.00, was for premium time for concrete and sitework over the summer in order to recover the schedule. Mr. Claffey asked if the soil in this COP was the same as in COP #26. Mr. Tomcak replied that it was not. COP #25, a credit of $1,398.00, was for a portion of the zone 2 steel that was no longer required and was taken out of the project. COP #26, for $50,330.03, was for fuel contaminated (diesel) soil found near the southwest corner of the basement. One component was to deal with the contaminated soil, stockpile it and remove it from the site. There were also some pumping costs, as water had mixed in with the fuel. COP #27, for $2,261.23, resulted from a change in the footprint of the elevator. The wall was thinner and more grouting was needed. Mr. Claffey asked if this was a Town change, or a design team error. Upon being informed that it was not a Town change Mr. Claffey asked why this was the Town’s responsibility. Mr. Tomcak responded that Colliers and the design team had reviewed the Change Order Proposal. Mr. Woods stated that he has been told on other projects, that even if it was in the shop drawings or in the original design, the Town would have paid for it anyway, and the change order stands. Mr. Claffey asked how many more COPs of this nature were coming. Mr. Mortensen stated that although every $2,200 adds up, the Committee has to make the project work. Should this really come out of the Town’s contingency? We didn’t know that we needed it. We didn’t plan for it. Mr. Claffey added that he was trying to alleviate getting more of these. He mentioned the change in ceiling height on the Town Hall second floor. A member who is no longer with the design team was trying to work it out. Now we have a conflict. Mr. Tomcak replied that the ceiling was lowered 2”
to 6” in some rooms. In his opinion the insulation in the ductwork may not have been taken into account. During coordination meetings small items are negotiated out so that the Town doesn’t have to deal with them. Mr. Schweitzer noted that they do track a category for errors and omission changes that can be considered at the end of the project. Mr. Harpie stated that it was his opinion that this was design done by addendum and RFI (Requests for Information, submitted by bidders/contractors). It is a tough way to build a building. It took a lot of diligence to get it cleaned up.

Mr. Tomcak returned to presenting COPs. COP #39, for $29,078.00, was for waterproofing along the east side in lieu of damp-proofing. A lot of this has already been completed, except for the gym. COP #41 is a construction manager’s contingency change order, and is to chip away concrete for access to fasten steel columns. COP #46 is a construction manager’s contingency change order, and is to weld new plate washers to beams in lieu of moment welds. This is a different way of connecting steel. Mr. Tomcak was asked if the structural engineer found this acceptable. It had been approved by the structural engineer. COP #50 is a construction manager’s contingency change order, and is for a new gate valve in Garfield Street, per MDC. COP #51, for 4,073.92, is to remove and replace deteriorated storm drain piping. This was a field condition on Garfield Street, not far from the gate valve. The pipe was crumbled. Mr. Murtha asked if any other sections were bad. Mr. Tomcak replied that they could only replace what they observed in the trench. COP #52 is a construction manager’s contingency change order, and is to expedite masonry door frames for stairwells. All these COPS combined total $100,859.13. Mr. Claffey asked about special storage on the third floor. Mr. Tomcak replied that he had limited information on this, and that he had to do more investigation on it. Mr. Marocchini mentioned that the Board of Education might have special file cabinets or a file storage system. Mr. Harpie stated that Chief Finance and Operations Officer Lou Jachimowicz had addressed this with the design team. It may only be in one room. Mr. Claffey stated that this was possibly a large unknown.

Mr. Tomcak then presented Orders of Magnitude/Pending Revisions COPs. These are COPs whose amounts are still being vetted by the design team or which are otherwise still being developed. COP #13, new condensate piping for single fan coil unit, the $2,548 cost is still being vetted. This change required different piping. COP #14 is for a credit for gas piping due to the actual size needed, and has a Random Order of Magnitude (ROM) amount of $2,000. COP #17 is for additional walkway pads for VR-3 (roof), for a ROM amount of $1,587. COP #30 is for modifications to the storefront head/jambs, for an amount of $4,171. Mr. Claffey asked if this would affect the masonry contract, and was told it would not. COP #34 is for general trades potential savings, a credit of $61,381. Consideration of when to apply this credit is being given. Most of the work will come at the end of the project. COP #36 is another credit, to reconcile the allowance for phase I demolition, for $18,633. COP #43 is for adjustable basketball hoops, for $6,347. For now, Mr. Tomcak is holding the budget number. Downes Construction will be providing adjustable height hoops instead of fixed hoops. Mr. Schweitzer added that these would allow for adjustment from 10’ to 8’. Mr. Tomcak stated that this number covers 14 hoops. COP #44 is for main electrical room HVAC revisions, for a ROM credit
amount of $200. Next to the electrical room, a storage room was taken out. This resulted in the removal of a diffuser and some ductwork. COP #47 is for crane access/laydown within the building, and would be a change to the construction manager’s contingency. COP #48 is to eliminate secondary drain pans for mechanical equipment, for a ROM credit amount of $300. These would be a redundant system. COP #49 is to reconcile the HVAC (heating, ventilating and air conditioning) contract. This would be an internal change with no impact to the Guaranteed Maximum Price. COP #53 is for the remaining trade costs for the project’s bid addendum #5, for $34,341. Flue piping for water heaters is in addendum #5. Mr. Tomcak is trying to bring this cost down. Under consideration is changing cast iron pipe to PVC pipe. COP #54 is for gym joist revisions, for $206. COP #55 was for additional shear studs for basement decking, and has been voided. COP #56 is for flagpole brackets, for $5,289. A five degree tilt is needed. The cost is for the steel contractor to fabricate the needed brackets, offset by a credit from the flagpole contractor. COP #57 is for additional beams for gym equipment. It appears as though beams, rather than angles, are needed. This is under review. COP #58 is for a credit for the vinyl gym curtain of $6,500. The vinyl curtain is not needed. COP #59 is for the cost to expedite the gym expansion/south exterior, a ROM amount of $9,098.

Mr. Tomcak then presented photos going back to the previous meeting. The first photo shows the steel erection getting started. The second photo was taken earlier in the day on October 16th. It shows the steel progress and the temporary lighting. The third photo is from September and was taken looking towards Garfield Street. The fourth photo shows that the waterproofing was placed. The rest will be damp-proofed. They have back-filled what they can. The fifth photo is also from September. The sixth photo is looking the other way. It shows the deck placed on the first floor. The seventh photo is also from September. The eighth photo was taken October 15th and shows the conduits from the electrical room. The ninth photo was also taken October 15th and shows storm piping. The tenth and final photo was taken earlier in the day (October 16th) and shows the site subcontractor working on a corner of the gym bump out.

Mr. Baron then distributed a financial statement of project costs, including soft costs, from the Town’s financial software system. This had been requested by the Committee Chair, who also requested the construction payments made to both the construction manager and the project architect, along with the current status of the Owner’s Contingency. These were presented also. Mr. Baron also felt that it would be helpful to the Committee to see the other COPs, for which transfers from contingency have not been made. He is requesting a transfer from the Owner’s Contingency into the Survey and Testing account, to allow for an additional purchase order for more independent construction and materials testing by Tri-State Materials Testing Lab, who has largely exhausted their initial purchase order of $20,000. Mr. Claffey asked questions about the FF&E (furniture, fixtures and equipment) item on the financial statement. Mr. Schweitzer pointed out that Downes Construction would not know how the Town is funding the GMP. Mr. Baron stated that this amount ($37,974) is a hard cost for items that are part of the construction manager’s guaranteed maximum price (GMP). This is not for FF&E for offices, which is not part of the GMP, and which is currently not budgeted.
Mr. Harpie asked questions about this. Mr. Baron replied that the specific steps and the method for addressing this had not yet been determined. Mr. Harpie asked that Mr. Baron keep the Committee up to date on FF&E.

VI. Consider and Take Action on Change Order Requests – The Committee took action on the Change Order Proposals presented earlier by Mr. Tomcak. Mr. Marocchini made a motion that the Committee approve COP # 9, for the amount of $16,055.00 for premium time (concrete and sitework, over the summer). A second to the motion was made by Mr. Woods. The motion passed by a vote of 6 YES to 0 NO. Mr. Marocchini made a motion that the Committee approve COP # 25, for a credit in the amount of $1,398.00 for the portion of zone 2 steel no longer required. A second to the motion was made by Mr. Mortensen. The motion passed by a vote of 6 YES to 0 NO. Mr. Marocchini made a motion that the Committee approve COP # 26, for the amount of $50,330.03 for fuel contaminated soil, southwest corner of the basement. A second to the motion was made by Mr. Murtha. The motion passed by a vote of 6 YES to 0 NO. Mr. Marocchini made a motion that the Committee approve COP # 27, for the amount of $2,261.23 to change the west wall of the elevator pit dimensions/grouting. A second to the motion was made by Mr. Mortensen. The motion passed by a vote of 6 YES to 0 NO. Mr. Marocchini made a motion that the Committee approve COP # 32, for the perimeter footing drains at the basement as per Addendum #5, for no change to the Guaranteed Maximum Price. A second to the motion was made by Mr. Claffey. The motion passed by a vote of 6 YES to 0 NO. Mr. Marocchini made a motion that the Committee approve COP # 38, to add a new beam at the roof for the roof hatch, for the amount of $459.00. A second to the motion was made by Mr. Woods. The motion passed by a vote of 6 YES to 0 NO. Mr. Marocchini made a motion that the Committee approve COP # 39, for the amount of $29,078.00 for waterproofing along the east side in lieu of damp-proofing. A second to the motion was made by Mr. Mortensen. The motion passed by a vote of 6 YES to 0 NO. Mr. Marocchini made a motion that the Committee approve COP # 51, for the amount of $4,073.92 to remove and replace existing deteriorated storm main piping on Garfield Street. A second to the motion was made by Mr. Mortensen. The motion passed by a vote of 6 YES to 0 NO. All changes approved totaled $100,859.13

VII. Consider and Take Action on Fund Transfers – Mr. Mortensen made a motion that the Committee approve the transfer of $35,000.00 from account number 31110-9912, Contingency, to account number 31110-8229, Survey and Testing. A second to the motion was made by Mr. Murtha. The motion passed by a vote of 6 YES to 0 NO.

VIII. Any Other Business Pertinent to the Committee – Mr. Claffey requested that all documents distributed during the meeting be forwarded to the member who is not in attendance. The Committee agreed to meet again on November 13th at 5:00 PM.

IX. Public Participation – None.

X. Comments by Committee Members – Mr. Marocchini encouraged Mr. Tomcak and the other members of the project team to keep up the good work.

XI. Adjournment – the meeting adjourned at 6:23 PM.
Respectfully submitted,

Jeff Baron

Jeff Baron,
Director of Administrative Services