

Capital Projects Committee Meeting

Date: June 30, 2014 @ 8:00am

Project: Eastham Public Library
P3 JN: 1209.00

- **Sheila Vanderhoef, Town Administrator**
- **Aimee Eckman, Finance Committee**
- **Elizabeth Gawron, Board of Selectmen**
- Deb DeJonker-Berry, Eastham Library
- Library Trustee – Sharron Krause
- Library Trustee – Dave Payor
- Library Trustee – Mary Shaw
- Library Trustee – Norma Marcelino
- OPM – Daniel Pallotta, P3
- OPM – Robert Todisco, P3

The following transpired:

6.30.1	<p>Review of Temporary Library Trailers @ the Town Hall:</p> <p>P3, Project OPMs, reviewed the budget for temporary trailers for the interim library at town hall:</p> <p>Moving & Temp building Budget: \$160,000 Moving & Storage Bid: <u>- \$ 79,000</u> Balance for Trailers: \$ 81,000</p> <ol style="list-style-type: none"> 1. The library Board of Trustees have selected a triple wide (3 joined trailers) arrangement totaling 2,160sf. This bid was received by Modulease Corp. for a total lease of \$78,192. This cost does not include utility hook ups & septic. 2. A building permit will be applied for- for the trailer/temp building at the Town Hall. Both water supply & septic service will be self-contained via a septic holding tank, which will be pumped on a weekly basis, as well as bottled water & hand sanitizers. 3. Building Department shall review the location & details for the temp. building ramp & landing. The library project will pay for any additional needs such as wood stair, etc. 4. Board of Library Trustees will seek additional funds for additional scope items pertaining to trailers and/or moving. 5. Trailers will be located (contingent on building dep. approval), adjacent to the basketball court & baseball field in the grass. Parking & traffic patterns will not be impacted or altered.
--------	---

	<ol style="list-style-type: none"> 6. Board of Library Trustees will determine an appropriate location on site for a book drop. 7. Eastham Resident – Jim Baughman inquired about potential complaints of traffic patters and complications on State Hwy. from the added use of the Town Hall site. Town Administrator responded: Police detail will be applied if necessary during heavy traffic hours however traffic patterns will not be changed on State Hwy. because it is state property.
6.30.2	<p>Construction Change Order Process:</p> <ol style="list-style-type: none"> 1. Town Administrator will be the ultimate authority on all changes 2. Library Board of Trustees are to be informed of all proposed changes by Project Manager prior to meetings with CPC 3. CPC will meet with BOT & Project Manger twice a month during construction to review progress and any necessary changes/amendments
6.30.3	<p>Oudens Ello Amendment to Contract Request:</p> <ol style="list-style-type: none"> 1. P3 presented a proposal by Oudens Ello to redesign the building's water service to reflect the Town's recent approval of Town water. 2. Dave Payor, BOT will sign the change proposal prior to sending to Town Administrator. 3. Total change request = \$14,000
6.30.4	<p>P3 Amendment to Contract Request:</p> <ol style="list-style-type: none"> 1. P3 presented a proposal to obtain an independent review of the building systems during design & construction. These services are mandated by LEED, in order to pursue LEED credentials. P3 has hired Strategic Building Solutions (SBS), for these services. Total contract = \$19,766. These funds will be subtracted from project testing and permitting funds.
6.30.5	<p>Diamond Relocation Award:</p> <ol style="list-style-type: none"> 2. P3 presented a proposal by Diamond Relocation for moving & storage services relevant to the library project. Total proposal contract =

	\$79,000. Town Administrator has previously provided a notice of award.
6.30.6	Modulease Corporation Award: 3. P3 presented a proposal by Modulease Corp. for temporary trailer lease services relevant to the library project. Total proposal contract = \$78,192.
6.30.7	Construction Bid Documents: 1. P3 will arrange to have Bid Documents mailed directly to the following: <ul style="list-style-type: none"> • Town Hall Administrators office • Town Hall Building Department • Eastham Library 2. P3 will be using Projectdog Inc. to record, print, & distribute all project documents to bidders. Fees will be applied to the project's budget. 3. P3 will submit all bid notices/advertisements to the BOT & Town Administrator's Office for record.
6.30.8	Meeting Adjourn: Meeting adjourned at 9:00am Next meeting date: July 14, 2014. Town Administrator will distribute a notice to confirm the next scheduled meeting date.

These minutes have been reported as understood by the writer. Should you note any inaccuracies or omissions, please notify this office promptly.

Robert Todisco
 P3, Project Planning Professionals
 150 Longwater Dr Ste 102
 Norwell MA 02061-1618
 tel 781.871.3136
 fax 781.871.9805
 www.p-threeinc.com