

Town Hall Building Committee Minutes

Town of Upton



Massachusetts

Date: November 21, 2013 - Revised

Location: Temporary Town Hall, lower level, 3 Milford Street

A: Call to Order

The meeting was called to order at 7:00 pm

B: In Attendance

- Kelly McElreath, Committee Chair
- Michelle Goodwin, Committee Member (arrived at 7:45pm)
- Steve Rakitin, Secretary
- Mike Howell, Committee Member
- Blythe Robinson, Town Manager
- Steve Kirby, Vertex
- Doug Manley, MKA

C: Discussion Items

Update on change requests:

1. Received Application Payment #6 in the amount of \$132,204. Reviewed and approved by both Vertex and MKA.
2. Change Order #1 in the amount of \$53,953 was reviewed and discussed. Steve Kirby reviewed all of the individual change requests included in this change order. Vertex agreed with costs. Each change request included additional days. This was discussed briefly at the last construction meeting. Total schedule impact for change order was about 34 days. This would put the completion date at about Sept 6 2014.

Vertex reviewed each change and estimates the actual impact to the schedule at about 24 days. The committee discussed making a proposal to Pezzuco for a fixed number of days to add to the schedule in order to meet our targets

- All punch list items completed by Sept 12, 2014
- Move in date – around Sept 12, 2014
- Ribbon cutting ceremony – Sept 23, 2014

Pezzuco seems to be focused on not incurring any liquidated damages if they extend past the Sept 5 date. We agreed to offer the following:

- This would be a no-cost time extension to the contract

- No additional time extensions can be claimed unless there is an Owner requested change of substantial nature or an Owner requested change submitted during the last month of the project.
- Failure to meet the Sept 5 2104 substantial completion date shall be subject to liquidated damages in the amount of \$2,000/day. "Substantial completion" means 99% of the project is completed and accepted.

We agreed to have Vertex present this proposal to Pezzuco informally to gauge their response...

3. We discussed Change Request #15 in the amount of \$56,000. This request contains changes related to complications with the underpinning work. Rocks and boulders were under the level they were expected and resulted in much more manual labor.

Vertex investigated the underpinning task in detail and measured the number of linear feet of foundation that required underpinning. As a result, Vertex reduced the number of linear feet of underpinning where there is ledge that can be kept. The structural engineering consultant came out and agreed to leaving ledge in lieu of underpinning. The reduction in linear feet should result in a significant reduction in the proposed cost for Change Request #15.

4. Change Request #14 was originally \$36,000 and included additional work as a result of excavation of ledge and a 12" difference in the specified lower level floor elevation. After field review with PCI, MKA and Vertex, there was only a 4" difference in the lower level floor elevation. After discussion with Vertex, the cost has been reduced to \$29,000
5. Doug Manley provided a list of the items the committee needs to focus on...

- Interior Signage. Kelly has started working on this.
- Display Case - BVT is interested in doing the cases. BVT met with Tony Pezzuco site supervisor. There are some concerns about having students working on the job site. Kelly to follow up with BVT.
- Appliances for staff meeting room: needs to be purchased. Refrigerator and microwave
- Furniture and equipment: Doug suggested using a company called Office Resources who has items on state contract. They will provide layouts to Doug's drawings.

One option is to hire a consultant and the other is to use a company like Office Resources or WB Mason for example... Blythe will talk to a couple of office furniture suppliers. Doug will provide drawings that have the computer jacks but not the furniture...

- Office equipment: seem to be set for office equipment
- AV equipment: Flat screen instead of fabric screen and AV system. Talk to NECC and/or Valley Communications about AV equipment for that room. Cameras to come from Cable committee. Also need sound system for main hall. Kelly to schedule meetings in January.
- Phone for elevator: needs to be arranged with Verizon using pots line. Will also need a T1 line for state computer. Blythe will handle making arrangements with Verizon for phones...
- Storage shed: Doug has a spec sheet for a painted shed. Doug to get more information.
- Security system: Valley Communications can address this. Kelly will arrange meeting...

- Basketball hoops: need to make a choice on style so that we can determine - Steve to get some information...
- Hi density storage: Doug as a book for storage systems... Kelly to investigate.

Other business:

Steve Kirby mentioned that we will need a maintenance contract for HVAC system. Blythe thought that we could possibly have one contract for all town buildings. Also need a maintenance contract for elevator.

Steve R. requested that the Building Inspector stop by and take a look at the progress so far before the lower level is closed up. Blythe to contact Pat Roche for this.

Committee Actions:

- A motion was made and seconded to approve Change Request #14 up to \$30,000. Vertex is negotiating with Pezzuco to get it as low as possible. The motion was approved by unanimous vote.

D: Next Meeting and Other Upcoming Dates

- Next committee meeting tentatively planned for Dec ?

E: Meeting Adjourned

Meeting adjourned at **8:55 pm**

Respectfully submitted

Steven Rakitin
Secretary