

## MEMO OF BUILDING COMMITTEE MEETING NO. 63

### CONSTRUCTION PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters  
DATE: June 21, 2023  
LOCATION: Chilmark Town Hall  
ATTENDING: Bill Rossi, Chairman  
Tim Rich  
Chief Jeremy Bradshaw, Fire  
Chief Ben Retmier, EMS  
Billy Dillon, Site Representative  
Tim Carrol, Town Administrator  
Tom Shevory, DBJKS  
Kyle Gabri, DBJKS  
Kristin Golden, DBJKS  
Craig Gabri, DBJKS  
Michael Owen, CHA  
Aditya Modi, CHA  
Antonia Kenny, K+K Architects  
Jerry Thiboutot, K+K Architects - virtual

The following is a record of the above-referenced meeting.

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#### **Discussion:**

1. Meeting called to Order.
2. Bill noted that a quorum was present.
3. The percentage of original contingency remains proportionate.
4. Meeting Minutes No. 61 and 62; (Tim R said he did not receive any new minutes), old minutes as noted here have been reviewed and approved.
5. Mike O confirmed with Tim C meeting is being recorded since Alison isn't here.
6. Chairperson Update (Bill Rossi):
  - a. A financial update to follow; Change Orders were discussed. Change Order #10 to be reviewed for signature.
  - b. Open House date moved from 6-29 to 7-12-23 to make sure everything is finished and all signoffs are completed.
  - c. Everything is going well.
  - d. Punch list items being worked on.
    - i. Asphalt installed.
    - ii. Line striping underway
    - iii. Gravel parking at Town Hall moving along, slow going due to soil compaction.
7. K+K update:
  - a. Discussed / update on landscaping which is mostly on site to be installed.
  - b. Boardwalk railings installed, lighting still pending.

- c. Discussion on landscape screening along property line was made, plants look mature and adequate amount.
- d. Interiors discussed; general punch list currently being worked on by DBJKS.
- e. Items to add to K+K general punch list:
  - i. Grout around floor drains – typical both App. Bays
  - ii. Were benches or chairs to be provided at Locker Rooms – K+K to contact WB Mason.
  - iii. Review weed control with Tom Lee
- f. Other punch lists being worked on from Commissioning Agent, etc.
  - i. Craig explained process for Punch List completion and documentation by DBJKS

8. CHA update:

- a. Commissioning Agent has been actively working with DBJKS; questions have been asked and balancing information still pending on HVAC. They will be back on site as needed and will provide a final report to Town.
- b. Adi reviewed budget numbers, change orders log with costs, etc., see attachment provided by CHA. Review included outstanding Change Orders and PCO's and available funds.
- c. Mike O noted that one Change Order, PCO 3, still needs a final number from DBJKS: Chilmark Power Controller – Apex / Zynergy Lump Sum. Craig just received a figure from Tom S who couldn't attend today's meeting. Mike O explained the change order is regarding a motorized damper required.
- d. Additional conversation took place regarding Change Orders; Mike O noted to DBJKS they need all the numbers wrapped up to have the Building Committee vote on and finalize this project financially.
- e. Mike O said he felt the construction and budget are on track to date.
- f. Tim R asked what was needed that has been added, Mike O said control module and a couple of other items needed for systems to communicate. It was noted that the items were not originally specified but are required to make the systems work. This add was based on an RFI issued by DBJKS / Sub. Craig discussed what the item(s) are and what they perform.

9. DBJKS Update:

- a. Building Punch Lists are being addressed.
- b. Landscaping is being installed. The trees and shrubs will be watered as required for the maintenance period. Hand watering is not sufficient, trees watering bags were recommended for all the trees.
- c. Gravel paved drives are being installed, will try to open Town Hall parking as soon as possible for public and employee parking.

10. Next Building Committee meeting confirmed for June 28 at 10:30 AM.

11. Motion made and voted to adjourn the meeting.

Submitted by:

Antonia A. Kenny R.A.

KEENAN + KENNY ARCHITECTS, LTD.

Attached: CHA Chilmark Fire & Tri-Town EMS Building Project Presentation (June 21, 2023)

# **CHILMARK FIRE STATION & TRI-TOWN EMS BUILDING PROJECT**

**CHILMARK, MA**

**BUILDING COMMITTEE MEETING**

**JUNE 21, 2023**



# CHILMARK FIRE & TRI-TOWN EMS | AGENDA

1. Call to Order
2. Committee Attendance
3. Review and Approval of Minutes
4. Chairperson update
5. Architect's Update
6. OPM Update
7. General Contractor's Update
8. Other topics not reasonably anticipated by the Chair within 48 hours of the meeting
9. Adjournment

## CHILMARK FIRE & TRI-TOWN EMS | ARCHITECT'S UPDATE

# CHILMARK FIRE & TRI-TOWN EMS | PROJECT BUDGET

DESCRIPTION	Budget June 2023	Current Project Budget June 14, 2023	Committed Amount	Cost to Date	Projected Final Cost	Balance to Finish (Current Budget – Cost to Date)	% Comp.
<b>ADMINISTRATION</b> (Legal, Builder’s Risk Ins., Printing/Advertising,)	\$166,648	\$166,648	\$133,057	\$133,057	\$166,648	\$33,591	81%
<b>OWNER'S PROJECT MANAGER</b> (OPM Administration)	\$215,500	\$215,500	\$215,500	\$204,000	\$215,500	\$11,500	95%
<b>ARCHITECTURE AND DESIGN</b> (Architectural Design Costs, Reimbursable Services, CA)	\$536,581	\$536,581	\$526,987	\$512,181	\$535,000	\$24,400	96%
<b>CIVIL ENGINEERING</b> (Site Civil Plan, Land Survey, Permitting)	\$55,000	\$55,000	\$55,000	\$51,430	\$55,000	\$3,571	94%
<b>CONSTRUCTION</b> (New Construction, Sitework)	\$10,661,405	\$10,661,405	\$10,661,405	\$10,218,573	\$10,661,405	\$442,832	96%
<b>MISC. PROJECT COSTS</b> (Utility, Moving/Temp, Permitting, Testing, Cx)	\$292,967	\$292,967	\$240,179	\$220,637	\$292,967	\$72,330	80%
<b>FURNITURE FIXTURES AND EQUIPMENT</b> (Misc. Furniture, Building Technology, IT)	\$431,852	\$431,852	\$431,852	\$308,759	\$431,852	\$123,093	32%
<b>CONTINGENCY</b> (Owner’s Construction) *CO’s 1 & potential CRs drawn from Cont.	\$725,047	\$782,047	\$696,326	\$696,326	\$726,258.37	\$85,721	93%
<b>TOTAL PROJECT BUDGET</b>	<b>\$13,085,000</b>	<b>\$13,142,000</b>	<b>\$12,960,306</b>	<b>\$12,344,963</b>		<b>\$797,037</b>	<b>94%</b>

# CHILMARK FIRE & TRI-TOWN EMS | CHANGE ORDER SUMMARY

## CHANGE ORDER LOG

CO NO.	CR NO.	DESCRIPTION	AMOUNT	STATUS	NOTES
1		Deduct BDA Alternate & Change in Electrical Contractor due to bid protest	\$35,363.51	Approved	
2	004R, 05	Additional Under slab horizontal Insulation	\$29,868.15	Approved	
3	007	Fire Station unsuitable soils	\$77,039.55	Approved	
4	003, 009	EMS unsuitable soils, Added IT conduit to buildings	\$85,143.21	Approved	
5	008, 012	LP pipe size per RFI 2, Electrical and IT changes	\$41,566.62	Approved	
6	015R, 017, 018, 019, 020, 029, 031	Concrete Pads at driveway, Transom Frame credit, Floor sealing credit, Access door rev., Bulletin 11 coax cable, upsize electrical conduit for well, Add. Undercover lighting per RFI 50	\$29,638.93	Approved	
7	21, 23, 27, 28, 32, 33, 36, 38, 40, 46, 10, 11R, 22, 24R, 34R, 35, 37, 39	Bent Beam, Site Lighting, EMS sign, Additional Water line for well, Siren Pole, Fire Protection Revisions, Fire Station Propane Revisions, Additional Bollards, RFI 49, PVC Trim Size Revisions, Additional Downspout Connectors, Upgraded Collectors, Bulletin 5 IT Coordination, EMS Fire Pump Circuits, Additional EV Underground, Well Tank Piping, EMS Drainage Revisions, Re-routing of Drainage at Power Pole, EMS Bunkroom Millwork	\$208,510.80	Approved	
8	006, 42, 44, 47, 50, 51, 52	Unsuitable soils- FS Apron, Additional smoke detectors, EUH Power, additional grounding, Well tank piping revisions, door hardware revisions, electrical and fire alarm additions	\$91,563.22	Approved	
9	030, 49R, 53, 59R, 63	Unsuitable Materials from Fire Station UG Electric Trench, Fire Station Trench Drain, EMS Compressor, Filter Fabric Credit, Excavation for Eversource Grounding Cables	\$28,652.13	Approved	
10	54, 56, 57, 62R, 67	Town Hall Sign, RFI 82- EF-1 and EF-2 RFI 93 CO NO Panel Wiring, RFI 83- Leaching Field Unsuitable Material, EMS - Decon Sink Revision, Guard rail	\$68,979.89	Approved	
		TOTAL	\$696,326.01		

# CHILMARK FIRE & TRI-TOWN EMS | PCO Log

PCO LOG					
NO.	COR NO.	DESCRIPTION	AMOUNT	STATUS	NOTES
1	48R	Floor Coating Revisions	\$41,932.51	Submitted	On Hold
2	65	Install Owner's Equipment	\$7,969.94	ROM	On Hold
3		Chilmark Power Controller- Apex/Zynergy Lump Sum	\$10,891.00		Approved
		SUBMITTED TOTAL	\$49,902.45		



# CHILMARK FIRE & TRI-TOWN EMS | PCO Log

POTENTIAL					
NO.	COR NO.	DESCRIPTION	AMOUNT	STATUS	NOTES
1	55	Town Hall Ramp Repairs	\$3,187.98	Potential	
2	58	RFI 78- EMS Fire Protection Soffits	\$10,626.58	Potential	
3	60	RFI 90 – EF-4 Controls	\$5,313.29	Potential	
4	61	Fire Pump Room Power/Alarms	\$5,313.29	Potential	
5	64	Parking Signage Revisions- Scope yet to be defined	\$2,656.65	Potential	
7	66	EV Chargers	-	Potential	
		TOTAL	\$27,097.79		

## CHILMARK FIRE & TRI-TOWN EMS | GENERAL CONTRACTOR'S UPDATE

# QUESTIONS?

