

MEMO OF MEETING NO. 29

ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: October 12, 2021
LOCATION: Zoom
ATTENDING: Bill Rossi, Bldg. Committee Chairman
Chief Jeremy Bradshaw, Fire Dept.
Tim Carroll, Town Administrator
Clark Goff
Alison Kisselgofs
Warren Doty
Reid Silva, VLSE
Chief Ben Retmier, EMS
Tim Rich
Kara Shemeth, ConComm
Amanda Sawyer, OPM, CHA Companies
Antonia Kenny, K+K Architects
Jerry Thiboutot, K+K Architects
John Keenan, K+K Architects

The following is a record of the above referenced meeting.

OLD BUSINESS

- 22.02 ZBA application.
- A. Hearing August 26, 2021. Has hearing been held? Can we receive written decision for file?
- 22.04 Town Hall well system, controls, etc. will supply the new station. New line to be connected at pump tank, etc. in Town Hall.
- 22.07 K+K and VLSE will review and provide staging and security site plan for fencing, drop-zones, trailers, and contractor parking.
- 22.08 Geotech info:
- A. Recommendations for construction is to be provided by VLSE, possibly with input from Kent Healy, P.E. (island engineer), to be included in the site work specifications for foundations, slabs, soils, fill, etc. Pavement base prep should also be included.
 - B. A description of the minimum requirements for dewatering will be needed also, possibly supplied by VLSE and K. Healy.
 - C. VLSE will provide a Unit Price for clay excavation and off-island disposal to be provided for the G.C.'s bids. Unit price should be based on one cu. yd. of clay.
- 23.04 Work in Town Hall for water, pump piping, IT/Security by Town. **An accurate Existing Conditions plan is to be provided by G&V.**
- 25.07 Chief Bradshaw will forward IT info received from Tim C. to Amanda and K+K.

- 26.01 Site Plans:
 - A. Need permanent benchmarks.
 - B. Need building/site dimensions – locate
- 27.02 Bidding climate discussed. Amanda will review on-going projects on Island to find out which GCs are bidding or under construction.
- 27.07 Final overall site layout and design, including boardwalk, approved. TL Studio will detail boardwalk.
- 27.08 Reid S. listed items he will be providing to K+K.:
 - A. Civil specifications: By CHA.
 - B. Geotech info and earthwork guidelines to be determined.
- 27.10 Additional funding proposals may be brought to Town Meeting in November.
- 27.11 Clerk of the Works:
 - A. CHA is considering candidates.
- 27.12 K+K will review and submit preliminary division and submit preliminary division of work scopes for bidding and construction costs. Done.
 - A. K+K will present review documents to D. Anderson at Mass DOG for opinion and troubleshooting.
- 28.01 CHA will provide Civil Division specifications.
- 28.02 Dividing Town Hall parking lot during construction to provide half of existing with Entrance/Exit to remain. Fence layout to be included in staging plan.
 - A. Tim C. will discuss guidelines for site security, fencing, etc. with both legal and insurance advisors.
- 28.04 New well at EMS site to be bid, T. Carroll will start process. Board of Health review on October 6th. Reid S. will submit application and info for both well and septic system.
- 28.05 Scope and fee for IT consultant for both buildings discussed.
- 28.07 The 90% CDs for both buildings **submitted** October 11-12, 2021. Cost Estimate by RLB to start after 90% CD review.

NEW BUSINESS

- 29.01 ConComm update:
 - A. After much discussion, it was voted that there will be no changes to boardwalk, etc. based on the ConComm recommendations.
 - B. Wetland invasive clearing will not be part of new building project. Town will provide after construction and after review and recommendations from ConComm.
- 29.02 Revised electric service and communications, CATV, etc. will be run from existing pole on Middle Road for both buildings. (Pole currently used for EMS only.)
- 29.03 Bidding Phase discussions w/State AGO have determined that both buildings will be bid by one G.C. and all filed sub-bids will include both buildings.
 - A. Concerns about protests and a bidding process that many bidders would be unfamiliar with is primary reason.
 - B. A Contract Condition may be added to require GCs to provide separate breakdown for each building based on scope to be delivered.
- 29.04 Next meeting T.B.D.

Submitted by:

John J. Keenan, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

CC: Bill Rossi, Amanda Sawyer