

MEMO OF MEETING NO. 31

ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: November 5, 2021
LOCATION: Zoom
ATTENDING: Bill Rossi, Bldg. Committee Chairman
Alison Kisselgo
Warren Doty
Reid Silva, VLSE
Chief Ben Retmier, EMS
Tim Rich
Amanda Sawyer, OPM, CHA Companies
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?
- 22.07 K+K will 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, 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.
 - 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.
- 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.
- 27.08 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.
- 27.11 Clerk of the Works:
 - A. CHA is considering candidates.

- 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.
- 28.07 The 90% CDs for both buildings **submitted** October 11-12, 2021. Cost Estimate by RLB to start after 90% CD review.
- 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.
- 29.03 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.
- 30.01 Review of security plans, EMS HQ:
 - A. Add camera at exit door from App Bay.
 - B. Add key fobs at Lobby to Dayroom and Training/Meeting to Lobby.
- 30.02 Fire Station
 - A. No new cameras at Town Hall.
 - B. Additional interior cameras not decided.
- 30.03 New Well
 - A. Under review by Bd. of Health.
 - B. Bill will schedule well installation, needed before start of construction.
 - C. Elec. engineer needs required power, etc.
 - D. Reid will follow-up on installer for power, etc.
- 30.04 Division of work for each building and site to be provided by K+K. Scope will be included in Bid Docs in Supplementary General Conditions.
- 30.05 K+K developing demo/site staging plan. Demo spec section completed.
 - A. L.O.W. on site plans shown as "X" broken line.
 - B. Plan to be done for review by Nov. 12 meeting.
- 30.06 Discussed Decon revisions and scope for both buildings. Changes accepted.
- 30.07 Wheel stops
 - A. Remove 8 at Fire Station parking.
 - B. Add wood guardrail and posts to define spaces (no lines).
 - C. Bill or Reid to provide photo of Menemsha railing.
- 30.08 Builder's Risk Insurance cost: approx. \$80,000.00 budget had \$50,000.00.
- 30.09 Prior meeting minutes approved.
- 30.10 Meeting will be scheduled for Sec/IT/Fiber Optic/Electronic review and coordination.
 - A. New plans for services to both buildings completed and approved.

- 30.11 ConComm, Orders of Condition discussed for administration requirements. G.C. will be responsible, no costs for ConComm inspections.
- 30.12 Conduit under/on boardwalk discussed. It was decided typical underground ductbank will be method for misc. distribution of service line, etc.
- 30.13 Boardwalk detailing, railings, "curbs", and lighting reviewed and approved.

NEW BUSINESS

- 31.01 Revised schedule for bid documents completion (full 90%) estimating, bidding and construction reviewed (attached).
 - A. Prequalification of bidders not the best method for Island projects, all (Bill, Tim C., Amanda, Tim Rich) will review and suggest approach to AG office for waiver. Section from State Regs to be sent to Amanda.
 - B. Construction time at 16 months, possibly mid-March, 2022 to July 2023.
 - C. Amanda is hoping that if estimates come in below \$10 mil, prequalifying won't be required.
 - D. John K. thought that if the Town asked the State about not doing prequalification, it could open up the number of bidders. Note: K+K would also reach out to State.
 - E. Tim mentioned this may be unique because at least one building is being paid for by three towns, hopes state will give us some relief.
 - F. K+K edited the Bid Forms and shared with State. Also included was a breakdown of costs for each building.
- 31.02 Contract review by Town Counsel. CHA received yesterday, forwarded to K+K on 11/5/21. Needs to be reviewed by both CHA and K+K.
- 31.03 Amanda asked Reid and K+K to schedule a coordination meeting. John explained that VLSE's drawings are the base for all others. They need to be updated so we can share with all Design Team consultants.
- 31.04 Liquidated Damages:
 - A. Bill R. said can't give bonuses for finishing early without Town approval.
 - B. Reid suggested maybe there is a contingency fund in construction budget.
 - C. Amanda said the Town was thinking it was a 24 month project; CHA and K+K think it will be less. Amanda said she wants to look into it further. K+K to look into it as well.
- 31.05 Allowable mark-ups for Change Orders must be clarified.
- 31.06 Next Meeting to be on November 12, 2021.

Submitted by:

John J. Keenan, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

CC: Bill Rossi, Amanda Sawyer