

MEMO OF MEETING NO. 33

ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: December 3, 2021
LOCATION: Zoom
ATTENDING: Bill Rossi, Bldg. Committee Chairman
Alison Kisselgofs
Warren Doty
Tim Carroll, Town Administrator
Chief Ben Retmier, EMS
Chief Bradshaw, CFD
Adity Modi, CHA
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

Note: All old business tasks reviewed and updated at this meeting.

- 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. 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. **Plan sent to Amanda Nov. 19.**
 - A. Tim C. will discuss guidelines for site security, fencing, etc. with both legal and insurance advisors.
- 30.03 New Well: See New Business.
 - 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. **Done and forwarded for review.**
- 30.11 ConComm, Orders of Condition: **Received by K+K and incorporated into Bid Docs.**
- 31.01 Revised schedule for bid documents completion (full 90%) estimating, bidding and construction reviewed (attached).
 - A. Prequalification: Not required.
 - B. Construction time at 16 months, possibly mid-March, 2022 to July 2023.
 - 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. **Review by Counsel rec'd Dec. 3, 2021.**
- 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: **to be included at \$1,000.00/day.**
- 32.01 Fire Station well will have to be new as Town Hall system inadequate and not good quality. See G&V, Inc. email Nov. 15, 10:00 a.m., attached.
- 32.04 Boardwalk design: Cost comparison between wood railings, etc., and proposed galvanized pipe style by K+K. Ductbank info for work underground at boardwalk forwarded to VLSE.
- 32.05 After geotech review meeting VLSE will provide additional de-watering details and specs, excavation concerns and UG tank installations below water table. **Received, partially complete.**
- 32.06 Clay testing for removal discussed and will be revisited.

NEW BUSINESS

- 33.01 New Well:
 - A. The one originally proposed new well may be used for both buildings.
 - B. Bill R. will review w/well company for any issues, such as controls, pressure, yield, etc.
- 33.02 IT/Sec meeting memo is apparently complete for scope to be included in CDs. Alison will distribute to Committee for final check of 90% docs.
- 33.03 K+K has prepared Front End – Division 00, for review by all including AG's Office, Deb Anderson. Note: On December 7th, K+K sent complete Bidding Manual to D. Anderson who replied that the bidding process, instructions, etc. were acceptable.
- 33.04 K+K suggested the Town complete the lowering and/or partial removal of the existing boulder near the Fire Station entrance drive on Menemsha Crossing. Bill Rossi will discuss with Reid and start process.
- 33.05 Discussion of public access to both buildings for toilet and water use was left unresolved.
 - Emergency access and phone for public in danger reviewed and discussed, not resolved.
- 33.06 90% CD estimate underway. RLB requested more time to complete. After review w/RLB, it was determined they could meet the schedule but may not be ready for the reconciliation.
- 33.07 Next Committee meeting will be on December 10, 2021 at 9:00 a.m.

Submitted by:

John J. Keenan, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

CC: Bill Rossi, Amanda Sawyer