

MEMO OF BUILDING COMMITTEE MEETING NO. 54

CONSTRUCTION PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: January 4, 2023
LOCATION: Town Hall and Zoom
ATTENDING: Bill Rossi, Chairman
Tim Carroll, Town Administrator
Tim Rich
Ben Retmier, EMS (Zoom)
Alison Kisselgof
Billy Dillon, Site Rep
Chief Jeremy Bradshaw, Fire
Tom Shevory, D/JKS
Brandon Kee, D/JKS
Michael Owen, CHA
Aditya Modi, CHA
John Keenan, K+K Architects
Antonia Kenny & Jerry Thiboutot, K+K Architects (Zoom)

The following is a record of the above referenced meeting.

Discussion:

1. Called to Order
2. Allison took attendance.
3. Approved previous meeting minutes, unanimous
4. Chairperson Update:
 - a. Reviewed the current state of construction, things looking good
 - b. Steel Bent repair is moving forward, there is a consensus to its fix
 - c. Roof overbuild has also been approved.
 - d. Tim Rich noted the number of carpenters on site was impressive
5. K+K update:
 - a. K+K working with DBJKS and CHA to work out issues that have come up
 - b. Project is currently on schedule
 - c. Pole lighting for site was briefly discussed. Some site lights from the EMS site will be relocated to the Town Hall/Fire Station parking area.
6. CHA update:
 - a. Wished everyone a happy new year
 - b. Adi reviewed Project Budget (attached to this memo).
 - c. Change Request Log reviewed
 - d. Mike O noted that there will be additional change orders for the project, DBJKS to provide as soon as possible. 5 C.O.s approved to date.

- e. Chief Bradshaw asked about budgeting for operational costs moving forward. Mike O said he would contact Eversource to see if they can help. Billy D. said he would ask Commissioning Agent.
 - f. Tim C noted that budget talks are starting next week or soon, not sure.
 - g. JJK said that we still need to provide an as-built package to Cape Light Compact. Tim C asked that K+K talk to Margaret Song to find out who is working this project.
 - h. Chief Bradshaw noted that if a grant writer is needed he has someone that could help.
7. DBJKS update:
- a. Tom S noted that the last of the app bay concrete being poured at Fire Station
 - b. Siding continuing
 - c. Windows installed
 - d. Insulation will be started
 - e. EMS vapor barrier installed
 - f. Exterior siding to follow
 - g. Both buildings are moving closer to drywall work
 - h. Tom noted both buildings need to have temp provisions / poly reinstalled to dry out both buildings
 - i. Site utility work on going, will continue as weather permits
 - j. DBJKS are pleased with progress of project.
 - k. Master Schedule still on track 5-15 for Fire and 6- 1 for EMS.
 - l. JJK asked if Furniture has been purchased yet; there is a lead time on it; Mike O said not yet.
 - m. Tim discussed on going items the Town is working on, furniture, equipment, appliances, etc.
 - n. JJK noted that WB Mason will have a price increase at the beginning of 2023, and suggested the Town move forward soon; May is coming quick and there are lead times.
 - o. K+K to reach out to WB Mason contact, Katie Edwards to see if project is ready to order since they conducted their site visit before the end of last year.
 - p. Tim C asked how drainage is doing around Fire Station office area. Tom S said it didn't look too bad. Chief B said he noted that the water has been controlled even after large rainstorms hit area.
 - q. Smart Vent will be installed at 4:12 overbuilt roof.
8. Items not reasonably anticipated:
- a. K+K won't change Chilmark schedule for West Tisbury project
 - b. Adi wanted to confirm next Building Committee Meeting
 - i. February 1, 2023
 - c. Tim Rich asked if he could walk the site, yes, a hard hat will be provided; DBJKS or CHA to show him around.
 - d. There was a review of the EV Chargers: own 4 chargers/2 pedestals. Add bollards at each. Utility provides transformer at EV chargers.
9. Chief Bradshaw made a motion to adjourn the meeting.
10. Bill R took roll call vote to adjourn the meeting, All voted yes.

Submitted by:

Antonia A. Kenny R.A.

KEENAN + KENNY ARCHITECTS, LTD.

CHILMARK FIRE & TRI-TOWN EMS | PROJECT BUDGET

DESCRIPTION	Budget September 2022	Current Project Budget October 2022	Committed Amount	Cost to Date	Projected Final Cost	Balance to Finish (Current Budget – Cost to Date)	% Comp.
ADMINISTRATION (Legal, Builder’s Risk Ins., Printing/Advertising,)	\$165,109	\$165,109	\$133,057	\$133,057	\$165,109	\$32,052	81%
OWNER'S PROJECT MANAGER (OPM Administration)	\$215,500	\$215,500	\$215,500	\$176,500	\$215,500	\$39,000	82%
ARCHITECTURE AND DESIGN (Architectural Design Costs, Reimbursable Services, CA)	\$535,000	\$535,000	\$530,348	\$492,051	\$535,000	\$42,949	92%
CIVIL ENGINEERING (Site Civil Plan, Land Survey, Permitting)	\$55,000	\$55,000	\$55,000	\$50,292	\$55,000	\$4,708	91%
CONSTRUCTION (New Construction, Sitework)	\$10,661,405	\$10,661,405	\$10,661,405	\$4,103,490	\$10,661,405	\$6,557,915	38%
MISC. PROJECT COSTS (Utility, Moving/Temp, Permitting, Testing, Cx)	\$276,825	\$276,825	\$235,859	\$149,175	\$276,825	\$127,649	54%
FURNITURE FIXTURES AND EQUIPMENT (Misc. Furniture, Building Technology, IT)	\$446,609	\$425,804	\$14,977	\$51,057	-	\$374,747	12%
CONTINGENCY (Owner’s Construction) *CO’s 1 & potential CRs drawn from Cont.	\$671,043	\$691,848	\$268,981	\$268,981	\$269,426	\$422,867	39%
TOTAL PROJECT BUDGET	\$13,026,491	\$13,026,491	\$12,115,127	\$4,776,238		\$7,601,887	42%

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	
		TOTAL	\$268,981.04		

CHILMARK FIRE & TRI-TOWN EMS | CHANGE REQUESTS LOG

SUBMITTED CHANGE REQUESTS					
CO NO.	CR NO.	DESCRIPTION	AMOUNT	STATUS	NOTES
	017	Fire Station Transom Frame Credit	\$(506.03)	Submitted	
	018	Credit for Floor Sealing Products	\$(10,189.90)	Submitted	
	019	Access Door Revisions	\$2,961.14	Submitted	
	020	Bulletin 11 Coax Cable Revisions	\$8,179.76	Submitted	
		TOTAL	\$444.97		

POTENTIAL CHANGE REQUESTS					
CO NO.	CR NO.	DESCRIPTION	AMOUNT	STATUS	NOTES
	006	Unsuitable Soils- Fire Station Apron	\$28,691.78	Potential	
		TOTAL	\$28,691.78		