

MEMO OF BUILDING COMMITTEE MEETING NO. 57

CONSTRUCTION PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: April 5, 2023
LOCATION: Town Hall and Zoom
ATTENDING: Bill Rossi, Chairman
Tim Rich
Ben Retmier, EMS
Alison Kisselgof
Billy Dillon, Site Rep
Chief Jeremy Bradshaw, Fire
Tom Shevory, D/JKS
Craig Gabri, D/JKS
Justin McNamara, D/JKS
Michael Owen, CHA (online)
Aditya Modi, CHA
John Keenan, K+K Architects
Antonia Kenny, K+K Architects
Jerry Thiboutot, K+K Architects (online)

The following is a record of the above referenced meeting.

Discussion:

1. Meeting called to Order and Alison took attendance.
2. Meeting Minutes 54 (Jan. 4) and 56 (March 1) were reviewed and approved by those in attendance.
3. Chairperson Update:
 - a. Bill Rossi reviewed progress to date and noted that he had been out of town and had been receiving information from the Committee and attending meetings remotely. He was pleased that the completion date was still on target.
4. K+K update:
 - a. John K. agreed that everything was going well, the schedule looked good and there were no changes from last month.
5. CHA update:
 - a. CHA updated and reviewed the budget. Information presented in the meeting is attached to these Meeting Minutes, pages 4-7. The total budget is at 64% complete.
 - b. There are currently six Change Orders (same as last month) that have been added to the project that total approx. \$269,000. The Change Order Log was reviewed.
 - c. The Proposed Change Order Log was reviewed (1 through 18). The PCOs have been reviewed by CHA, Billy Dillon, the Chairman and Town Manager prior to being shared with the Building Committee.

- d. PCO 1: Bulletin 17 - Steel Bent issue: correct steel bent and roof overframe: The cost is to be shared by the Owner, Architect and DBJKS each one third. The PCO cost by DBJKS is less their third, total is \$52,834.55, DBJKS did not charge Overhead and Profit, only direct expense. K+K to still remit their third.
 - e. PCO 2: Bulletin 18 – Site Lighting Revisions - moving lights from EMS to Fire site. Tom S. reviewed costs; bulk from trenching additional conduit and wire.
 - f. PCO 3: EMS Exterior sign – Drawings have always shown the EMS plaque, it is an Owner expense. Mike O explained that originally it was going to be cast bronze, new cost is or cast aluminum for cost savings. Mike O and Bill R noted it will be a Tri-Town expense, Ben R. agreed. Sign size is 40" x 62" to be seen at a distance from the road. The sign is a replica of the EMS badge with all Towns shown. Bill R. noted another sign could possibly be added by the Town at the entrance to the EMS HQ as a directional sign for the public.
 - g. PCO 4: Additional Well Water Line to EMS: needs to be plastic, not copper. Cost covers mostly material, cutting some concrete and labor.
 - h. PCO 5: Relocate Siren Pole: cost is for approx. 280 feet of conduit and trenching. DBJKS had a meeting with CHA and K+K to review. Mike Owen noted that Eversource was generous to install the pole for the Town.
 - i. PCO 6: Fire Protection Revisions – Credit Dry System, add Catwalk Heads per RFI 10.
 - j. PCO 7: Fire Station Propane Revisions – Due to water elevation underground, installed three smaller tanks above ground for a cost savings of \$1,700.25.
 - k. PCO 8: Additional Bollards at Transformers – Tom S. reviewed with Eversource number and location of additional steel bollards with concrete.
 - l. PCO 9: Counter Receptacle at Office 112 – added necessary outlet at counter
 - m. PCO 10: PVC Trim Size Revisions – trim revised from 1 x material to 5/4 at Fire Station, DBJKS charged only for labor, not material.
 - n. PCO 11: Additional Downspout Connectors, Upgraded Collectors – upgrade to cast iron connectors for protection from trucks at Fire Station.
 - o. PCO 12: Bulletin 5 IT Coordination – EMS IT counter – increased width to 36" with heavy duty brackets and backsplash.
 - p. PCO 13: Bulletin 15 EMS Fire Pump Circuits – additional circuits required, G&V had similar issue on another project so caught before installation.
 - q. PCO 14: Additional EV Underground – Conduit provisions. Mike O. reviewed infrastructure added now for future increase in charging stations when the grant program goes through. He spoke to an Eversource rep. a few weeks ago and hopes to receive a letter soon regarding funding authorization.
 - r. PCO 15: Bulletin 19 – Well Tank Piping and Feed for Fire Trucks. Billy D. reviewed requirements for add to project.
 - s. PCO 16: EMS Drainage Revisions – revise collection of water near parking area stairs.
 - t. PCO 17: Re-routing of Drainage at Power Pole – required by Eversource.
 - u. PCO 18: Millwork for EMS – WB Mason could not provide cabinets for Bunk Rooms so two cabinets will be built under DBJKS, credit from furnishings budget included.
 - v. TOTAL of PCOs 1 – 18: \$208,510.80.
6. Grant monies were discussed to offset one or more of the PCO costs when they arrive. \$438,964 remains in contingency if all the PCOs are approved.

7. Tim Rich asked for potential Contingencies to be expected:
 - a. Unsuitable soils at Fire Station Apron
 - b. EMS Gable Access for equipment service
 - c. Unsuitable Materials from Fire Station UG Electrical Trench
 - d. RFI 44 Additional Smoke Detectors required, misc. locations
 - e. RFI 67 – EUH Power, shown on Mechanical but not electrical drawings
 - f. Snow Guards
 - g. Potential Total \$28,691.78. Could go as high as \$75,000 – Mike O. said it should not go that high. Tim R. noted he does not want to go back to voters to ask for more money.
8. Motion made by several persons to accept PCOs above, seconded by Ben R., Motion passed.
9. DBJKS update:
 - a. Tom S. said finishes were underway.
 - b. The sites are being worked on.
 - c. The Landscaper should be on site soon.
 - d. They are still on track to finish June 2.
10. There was a motion and vote to adjourn the meeting.

Submitted by:

Antonia A. Kenny R.A.

KEENAN + KENNY ARCHITECTS, LTD.

Attached: CHA Chilmark Fire & Tri-Town EMS Project Budget (April 5, 2012)

CHILMARK FIRE STATION & TRI-TOWN EMS BUILDING PROJECT

CHILMARK, MA

BUILDING COMMITTEE MEETING

APRIL 05, 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. Change Order #7 Review and Approval
8. General Contractor's Update
9. Other topics not reasonably anticipated by the Chair within 48 hours of the meeting
10. Adjournment

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

CHILMARK FIRE & TRI-TOWN EMS | PROJECT BUDGET

DESCRIPTION	Budget March 2023	Current Project Budget April 2023	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	\$166,648	\$133,057	\$133,057	\$166,648	\$33,591	81%
OWNER'S PROJECT MANAGER (OPM Administration)	\$215,500	\$215,500	\$215,500	\$187,500	\$215,500	\$28,000	87%
ARCHITECTURE AND DESIGN (Architectural Design Costs, Reimbursable Services, CA)	\$535,000	\$536,581	\$526,987	\$512,181	\$535,000	\$24,400	96%
CIVIL ENGINEERING (Site Civil Plan, Land Survey, Permitting)	\$55,000	\$55,000	\$55,000	\$51,430	\$55,000	\$3,571	94%
CONSTRUCTION (New Construction, Sitework)	\$10,661,405	\$10,661,405	\$10,661,405	\$6,948,690	\$10,661,405	\$3,712,715	65%
MISC. PROJECT COSTS (Utility, Moving/Temp, Permitting, Testing, Cx)	\$291,455	\$291,455	\$238,667	\$159,071	\$291,455	\$132,384	57%
FURNITURE FIXTURES AND EQUIPMENT (Misc. Furniture, Building Technology, IT)	\$433,569	\$420,827	\$51,593	\$51,593	-	\$204,233	12%
CONTINGENCY (Owner’s Construction) *CO’s 1 & potential CRs drawn from Cont.	\$727,962	\$737,584	\$298,620	\$298,620	\$507,131	\$438,964	40%
TOTAL PROJECT BUDGET	\$13,085,000	\$13,085,000	\$12,180,829	\$8,342,143		\$4,577,857	64%

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	
		TOTAL	\$268,981.04		

CHILMARK FIRE & TRI-TOWN EMS | PCO Log

PCO LOG					
NO.	COR NO.	DESCRIPTION	AMOUNT	STATUS	NOTES
1	21	Bulletin 17- Fire Station- Bent Beam Modifications	\$52,834.55	Submitted	
2	23	Bulletin 18- Site Lighting Revisions	\$12,652.44	Submitted	
3	27	EMS Exterior Sign	\$8,578.56	Submitted	
4	28	Additional Water Line for Well	\$9,746.27	Submitted	
5	32	Relocate Owner's Siren Pole- Power Provisions	\$14,751.86	Submitted	
6	33	Fire Protection Revisions- Credit Dry System, Add Catwalk Heads per RFI 10	\$1,958.85	Submitted	
7	36	Fire Station Propane Revisions	\$(1,700.25)	Submitted	
8	38	Additional Bollards at Transformers	\$9,154.80	Submitted	
9	40	RFI 49- Counter Receptacle at Office 112	\$1,822.46	Submitted	
10	46	PVC Trim Size Revisions	\$3,453.64	Submitted	
11	10	Additional Downspout Connectors, Upgraded Collectors	\$5,396.59	Verbal Okay	
12	11R	Bulletin 5 IT Coordination	\$5,301.77	Verbal Okay	
13	22	Bulletin 15 EMS Fire Pump Circuits	\$2,565.19	Verbal Okay	
14	24R	Additional EV Underground- Conduit Provisions	\$42,788.93	Verbal Okay	
15	34R	Bulletin 19- Well Tank Piping and Feed for Fire Trucks	\$13,408.63	Verbal Okay	
16	35	EMS Drainage Revisions	\$10,191.96	Verbal Okay	
17	37	Re-routing of Drainage at Power Pole	\$9,415.16	Verbal Okay	
18	39	EMS Bunkroom Millwork	\$6,189.39	Verbal Okay	
		SUBMITTED TOTAL	\$208,510.80		

CHILMARK FIRE & TRI-TOWN EMS | PCO Log

POTENTIAL					
NO.	COR NO.	DESCRIPTION	AMOUNT	STATUS	NOTES
1	6	Unsuitable Soils- Fire Station Apron	\$28,691.78	Potential	
2	26	EMS Gable Access		Potential	
3	30	Unsuitable Materials from Fire Station UG Electric Trench		Potential	
4	42	RFI 44 - Additional Smoke Detectors		Potential	
5	44	RFI 67- EUH Power		Potential	
6	45	Snow Guards		Potential	
		VERBAL OKAY TOTAL	\$28,691.78		

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

QUESTIONS?

