

MEMO OF BUILDING COMMITTEE MEETING NO. 58

CONSTRUCTION PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: May 3, 2023
LOCATION: Town Hall and Zoom
ATTENDING: Bill Rossi, Chairman
Tim Carroll, Town Administrator
Tim Rich
Matt Montanile, EMS
Alison Kisselgof
Billy Dillon, Site Rep (zoom)
Chief Jeremy Bradshaw, Fire
Tom Shevory, D/JKS
Clark Goff (zoom)
Justin McNamara, D/JKS
Michael Owen, CHA (zoom)
Aditya Modi, CHA
Antonia Kenny, K+K Architects
Jerry Thiboutot, K+K Architects

The following is a record of the above-referenced meeting.

Discussion:

1. Meeting called to Order and Alison took attendance.
2. Meeting Minutes No. 57 (April 5) were reviewed and approved by those in attendance.
3. Chairperson Update:
 - a. Bill Rossi reviewed progress to date and noted it was crunch time and we were getting close to the end of the project.
 - b. Bill noted that DBJKS and the Subs were trying to keep on schedule.
 - c. Bill noted that there was need for a solution(s) to the site work, particularly at the EMS leaching field area where a large vein of clay was found.
4. K+K update:
 - a. Antonia noted that progress was going well on the project; final grades particularly in front of the Fire Station office door are still being discussed.
 - b. Final site grades look okay.
 - c. Finishes being installed in both buildings.
 - d. All the interior spaces are nearing completion.
 - e. Interior wood doors have been installed in both buildings.
 - f. The Landscape Architect is scheduled to visit the nursery to review the plants selected.
 - g. DBJKS and their subs are working towards finishing up construction.

5. CHA update:
- a. CHA updated and reviewed the budget. Information presented in the meeting is attached to these Meeting Minutes, pages 5-13. The total budget is 83% complete.
 - b. There are currently seven Change Orders that have been added to the project that total \$507,130.77. The Change Order Log was reviewed.
 - c. The Proposed Change Order Log was reviewed (1 through 9). The PCOs Submitted were reviewed by Tom Shevory.
 - i. PCO 1: 006 – Unsuitable Soils – Fire Station Apron: CCD estimate under what was needed, time and materials have been tracked. Total = \$34,254.33
 - ii. PCO 2: 42 – RFI 44 – Additional Smoke Detectors: no smoke detectors were shown in the design documents for the EMS Electrical and Emergency Electrical rooms. The cost for this item includes two smoke detectors, wiring and setting up panels. Total = \$2,424.96
 - iii. PCO 3: 44 – RFI 67 – EUH Power: Electric Unit Heater Power (2) rooms required and had not been shown on design documents. Total = \$3,571.24
 - iv. PCO 4: 47 – RFI 79 Additional Grounding per Eversource: Ground back to utility pole was an add after design documents were completed by Eversource. An extra empty duck bank conduit was used which kept the cost down. Total = 19,695.31
 - v. PCO 5: 48R – Floor Coating Revisions: Prior to reviewing the PCO log Mike O asked if the Committee could revisit this item after the EMS leaching field clay issue was resolved. DBJKS credited back original contract cost at App Bays. Epoxy flooring was approx. \$80,000.00. An alternate system proposed which includes lines for vehicles was approx. \$41,000.00. DBJKS noted that sealing of the floors off the apparatus bay which will be required is \$4,700.00. Total = \$41,932.51
 - vi. PCO 6: 49 – Fire Station Trench Drain – Proceeding T&M: required in front of the Fire Station Office Covered entryway since the parking lot is pitched towards that direction. Total = \$8,093.21
 - vii. PCO 7: 50 – Well Tank piping revisions – EMS Building: By Owner, this includes piping to and from well water tank and filters. Total \$7,417.19
 - viii. PCO 8: 51 – RFI 75 – Door Hardware Revisions: The door hardware set at the Fire Station office door needed to be changed to match the security requirements. Chief Bradshaw noted that he could go with a simple key lock system on that door however Tim C. noted that they would only have 4 keys unless they requested more, and Tom S. noted the items had already been ordered. Total = \$3,984.97
 - ix. PCO 9: 52 – RFI 81 – SKE 34-42 Electrical and Fire Alarm Additions: Several electrical items were missed which included the following:
 - i. Well connection
 - ii. Fire Alarm Monitoring
 - iii. Exhaust hoodTim R asked about cost of fire alarm add – it was noted it should have been on the original design documents. Total = \$20,215.22
 - x. Submitted Total PCOs 1 thru 9 = \$141,588.94
6. Adi asked about RFI 49, Mike O noted it was a not to exceed number. This item will be included in Change Order #9 and not Change Order #8.
7. Tim R noted his concern about the Contingency Funds, he asked if there are items that can be scaled back at this point? Bill R noted the floor coating at the App Bay by going with the reduced cost option.

8. Both Tim R and Bill R voice concerns about the remaining Contingency Funds and that they had no desire to go back to the taxpayers asking for more money. Mike O agreed about not going back to ask for more money from the taxpayers and understood the concerns about the available funds and noted that he has been speaking to Tom S daily about project expenses. Mike further noted that the clay recently found at the EMS site was not anticipated. Mike again asked that the Committee delay approving the App Bay floor finish until the EMS leaching field area due to the clay has been resolved.
9. Tim R asked should the costs / expenses be shared by others. Bill R again shared his concern and Tim C asked if any other value engineering could be done at this time. Tom S mentioned that they could consider the plantings, however both Bill R and Tim C said landscaping had to be done. Bill R went on to say he saw no value in cutting out the plants. Possible items to cut:
 - a. Town Hall signage (lettering) proposed during and currently being priced out.
 - b. Repair / replace of the wood ramp at Town Hall.
 - c. Future conversation regarding Owner Generated Change Orders.
10. Everyone was left with trying to think about other areas to save money, follow up next week.
11. TL Studios to be contacted after meeting regarding a layer of fiber matt reinforcement under the Town Hall / Fire Station parking lot was not installed; is it required.
12. Motion made Chief Bradshaw to accept PCOs above, excluding PCO's #5 and 6, seconded by Bill R., Motion passed.
13. Motion made by Chief Bradshaw regarding PCO #6, the motion was for this PCO not to exceed the estimated \$8,093.21, motion was seconded, and motion was passed.
14. Discussion about future Building Committee meetings took place and it was decided that all Committee members will be attending the weekly OAC meetings until project completion.
15. Potential PCO Log Reviewed:
 - a. PCO 1: 26 – EMS Gable Access – optional; Bill R noted he did not want it.
 - b. PCO 2: 30 – Unsuitable Materials from Fire Station UG Electrical Trench – final costs to be confirmed with Farland.
 - c. PCO 3: 45 – Snow Guards – Meeting to be held between Roof Sub and CHA.
 - d. PCO 4: 53 – EMS Compressor Revisions – Cost TBD
 - e. PCO 5: 54 – Town Hall Sign Lettering
 - f. PCO 6: 55 – Town Hall Ramp Repairs – to be paid with Town Maintenance Account.
 - g. PCO 7: 56 – RFI 82 – Wiring of EF-1 and EF-2; items not included in design documents.
 - h. PCO 8: 57 – RFI 83 – Leaching Field Unsuitable Material.
 - i. PCO 9 – 58 – RFI 78 – EMS Fire Protection Soffits, needed to penetrate exterior walls to provide sprinkler heads below interior ceilings to get to outside spaces under covered entryways; Tom S noted that a horizontal section of pipe needed to be in the conditioned space.
 - j. Tim R asked if there were approx. numbers available for these potential change orders, Tim C said no full numbers available yet. It was noted that next week we should have a better idea of these costs.
16. Tim C noted there were concerns by Con Comm regarding the Parking Lot work. Billy D is working with VLSE to resolve these issues. Tim R asked what the concerns are, Tim C said he didn't know.
17. Tim C asked about snow removal from the gravel parking areas. Antonia noted the gravel should compress after a few months. Bill R said paving wasn't an option. Billy D said he had done some research on this and learned that 1" skids will need to be added to snow plow blades used to maintain these areas. Tim C noted the current plows don't have skids; coordination with Town DPW by Tim C and Billy D pending.

18. Tim C – Eversource confirmed pole disconnection across the street from Fire Station. Has been completed.
19. Chief Bradshaw had a siren pole question, he wanted to know if the pole needed to be moved again; it was noted that it was in its final position and that Tim C would provide the Chief with the installation manual for the reconnection.
20. DBJKS update:
 - a. Tom S. noted most of his items have been previously covered in this meeting.
 - b. They are still on track to finish June 1st.
 - c. The septic leaching field may cause an issue with the completion date, TBD.
 - d. DBJKS to update project schedule.
 - e. Tom said a June 12th furniture delivery should be okay with DBJKS's schedule.
21. Mike O asked the Committee if anyone knew of an on island location to bring the clay discovered on the EMS site. Chief Bradshaw said the dump doesn't want clay. It was noted that Farland is out of local places to bring the material. Billy D said he would ask around. It was noted that to barge the material off island would cost at least \$11,000.00. Tim C and Bill R were going to make a trip to the dump after the meeting to see if there was any location there that wouldn't negatively impact pending construction on that site.
22. Bill R reminded everyone that they will now meet each week at / during the OAC weekly meetings.
23. Tim R made a motion to adjourn the meeting, it was seconded and all approved.
24. Meeting ended at approximately 11:35am.

Submitted by:

Antonia A. Kenny R.A.

KEENAN + KENNY ARCHITECTS, LTD.

Attached: CHA Chilmark Fire & Tri-Town EMS Building Project Presentation (May 3, 2023)

CHILMARK FIRE STATION & TRI-TOWN EMS BUILDING PROJECT

CHILMARK, MA

BUILDING COMMITTEE MEETING

MAY 03, 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. General Contractor's Update
8. Other topics not reasonably anticipated by the Chair within 48 hours of the meeting
9. 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	\$9,174,732	\$10,661,405	\$1,486,673	86%
MISC. PROJECT COSTS (Utility, Moving/Temp, Permitting, Testing, Cx)	\$291,455	\$291,455	\$238,667	\$175,071	\$291,455	\$116,384	63%
FURNITURE FIXTURES AND EQUIPMENT (Misc. Furniture, Building Technology, IT)	\$433,569	\$420,827	\$51,593	\$136,432	\$136,432	\$119,395	32%
CONTINGENCY (Owner's Construction) *CO's 1 & potential CRs drawn from Cont.	\$727,962	\$737,584	\$507,131	\$507,131	\$648,720	\$230,453	68%
TOTAL PROJECT BUDGET	\$13,085,000	\$13,085,000	\$12,389,340	\$10,877,533		\$2,042,466	83%

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	
7	21, 23, 27, 28, 32, 33, 36, 38, 40, 46, 10, 11R, 22, 24R, 34R, 35, 37, 39	Bent Beam, Site Lighting, EMS sign, Additional Water line for well, Siren Pole, Fire Protection Revisions, Fire Station Propane Revisions, Additional Bollards, RFI 49, PVC Trim Size Revisions, Additional Downspout Connectors, Upgraded Collectors, Bulletin 5 IT Coordination, EMS Fire Pump Circuits, Additional EV Underground, Well Tank Piping, EMS Drainage Revisions, Re-routing of Drainage at Power Pole, EMS Bunkroom Millwork	\$208,510.80	Approved	
		TOTAL	\$507,130.77		

CHILMARK FIRE & TRI-TOWN EMS| PCO Log

PCO LOG					
NO.	COR NO.	DESCRIPTION	AMOUNT	STATUS	NOTES
1	006	Unsuitable Soils- Fire Station Apron	\$34,254.33	Submitted	
2	42	RFI 44 - Additional Smoke Detectors	\$2,424.96	Submitted	
3	44	RFI 67- EUH Power	\$3,571.24	Submitted	
4	47	RFI 79 Additional Grounding per Eversource	\$19,695.31	Submitted	
5	48R	Floor Coating Revisions	\$41,932.51	Submitted	
6	49	Fire Station Trench Drain- Proceeding T&M	\$8,093.21	Submitted	
7	50	Well Tank piping revisions- EMS Building	\$7,417.19	Submitted	
8	51	RFI 75- Door Hardware Revisions	\$3,984.97	Submitted	
9	52	RFI 81- SKE 34-42 Electrical and Fire Alarm Additions	\$20,215.22	Submitted	
		SUBMITTED TOTAL	\$141,588.94		

CHILMARK FIRE & TRI-TOWN EMS| PCO Log

POTENTIAL					
NO.	COR NO.	DESCRIPTION	AMOUNT	STATUS	NOTES
1	26	EMS Gable Access		Potential	
2	30	Unsuitable Materials from Fire Station UG Electric Trench		Potential	
3	45	Snow Guards		Potential	
4	53	EMS Compressor Revisions		Potential	
5	54	Town Hall Sign Lettering		Potential	
6	55	Town Hall Ramp Repairs		Potential	
7	56	RFI 82- Wiring of EF-1 and EF-2		Potential	
8	57	RFI 83- Leaching Field Unsuitable Material		Potential	
9	58	RFI 78- EMS Fire Protection Soffits		Potential	
		VERBAL OKAY TOTAL	\$0		

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

QUESTIONS?

