

MEMO OF MEETING NO. 32

ARCHITECT CONSTRUCTION DOCUMENTS PHASE

PROJECT: Chilmark Firehouse and EMS Headquarters
DATE: November 12, 2021
LOCATION: Zoom
ATTENDING: Bill Rossi, Bldg. Committee Chairman
Alison Kisselgofs
Warren Doty
Reid Silva, VLSE
Chief Ben Retmier, EMS
Chief Bradshaw, CFD
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. Civil specifications: By CHA. **Done.**
 - 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. **New well needed for Fire Station. See New Business.**
- 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.
- 30.08 Builder's Risk Insurance cost: approx. \$80,000.00 budget had \$50,000.00.

- 30.11 ConComm, Orders of Condition: **K+K requested Orders for inclusion in Bid Documents.**
- 30.12 Conduit under/on boardwalk discussed. It was decided typical underground ductbank will be method for misc. distribution of service line, etc.
- 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.
- 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: **None required.**

NEW BUSINESS

- 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.
- 32.02 Revised bidding schedule attached.
- 32.03 Town of Chilmark does not have percentage requirements for WBE/MBE bidding and total costs (Memo from Tim C., Nov. 15, 1:00 p.m.)
- 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.
- 32.06 Clay testing for removal discussed and will be revisited.
- 32.07 K+K received updated Site/Civil floor plans from VLSE on Friday, Nov. 15.
- 32.08 Next Committee meeting will be Friday, Dec. 3, 2021 at 9:00 a.m.
Sub meeting for geotech issues to be held on Tuesday, Nov. 16, 2021 at 1:00 p.m.

Submitted by:

John J. Keenan, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

CC: Bill Rossi, Amanda Sawyer



CHILMARK SCHEDULE:

Revision 2: 11/15/21

Final Site Docs received and reviews: 11/15/21

90% CD Coordination Plans (all consultants): 11/22/21

90% CD Coordination Specs (including reviewed Civil and IT/Security Specs: 11/22/21)

90% Cost Estimating: 11/22/21 – 12/13/21

90% Cost Estimate Reconciliation: 12/14/21 – 12/21/21

100% Bid Documents, all dated: 01/09/22 Drawings and Specs.

Review Bid dates pending Public Bid atmosphere: 12/21/21 – 1/03/22

Public Bid: (Minimum 5 weeks) TBD 01/25/22-03/01/22

Preliminary Proposed Bidding Schedule:

- Filed Sub-bids: 01/31/22
- General Bids: 02/14/22

Contract Negotiation: 03/02/22 – 3/16/22

Construction Start: 3/30/22 (16 months)

Construction Completion: 7/30/23