

TOWN OF NEWINGTON

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TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

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SPECIAL MEETING MINUTES

March 16, 2020


Town Clerk

Town Hall Lower Level, Conference Room L101

- I. Call to Order – Chairperson Joe Harpie called the meeting to order at 5:05 PM.
- II. Roll Call – Members present: Joe Harpie, Chairperson; Gail Budrejko, Rod Mortensen, Don Woods (via speakerphone), and Chris Miner (arrived at 5:42 PM). Others present: Frank Tomcak, Downes Construction Company; Tom Arcari and Chris O’Neill, Quisenberry Arcari + Malik Architecture; Mark Schweitzer, Colliers International; Paul Boutot, Public Information Officer; and Jeff Baron, Director of Administrative Services.
- III. Approval of Prior Meeting Minutes –Mr. Mortensen made a motion that the minutes of the March 4, 2020 meeting be approved as written. A second to the motion was made by Ms. Budrejko. The motion was approved by a vote of 4 YES to 0 NO.
- IV. Public Participation – None.
- V. Project Update – Presented by Mr. Tomcak. He started with the financial snapshot of the project. The total anticipated final Guaranteed Maximum Price (GMP) is \$28,448,129.46. The total project budget is \$30,336,204. Ms. Budrejko asked Mr. Tomcak, with regards to the Owner’s contingency if there was still the demolition phase to complete after the new building is constructed. Mr. Tomcak answered yes, that was correct. There may be unforeseen conditions. Mr. Harpie stated that there were also a series of allowances, such as for asbestos abatement. There are some contingencies built into the budget. Mr. Mortensen asked Mr. Tomcak how worried he is at having the Owner’s contingency at less than \$200,000. Mr. Tomcak replied that the project was into finishes and they were painting on the first and second floors. In terms of things that are unforeseen, he felt that the project was over the hump. 80% of the Owner’s Contingency has been spent and 60% of the project is complete. Mr. Harpie asked how Mr. Tomcak reconciled back the items that were not expended out of the referendum. Mr. Baron responded that they are part of the GMP. The Construction Manager does not identify where the payments are being charged to.

Mr. Tomcak proceeded with his schedule update, starting with the work that has been completed. This includes the main electrical equipment (switchgear/main meter). Eversource has been on site. The Town Hall brick veneer is complete, as is the Town Hall cornice. The brick around the Town Hall is complete. The Town Hall windows are substantially complete. Also completed are the Community Center sheathing, air vapor barrier, and slab on grade. The Community Center/Gym roof is substantially complete.

The taping, priming and painting of the first coat on the second floor is substantially complete. The acoustical ceiling grid on the second floor is substantially complete. They are now installing on the first floor. The electrical rough in for standby power on the third floor is complete, as is the mechanical-electrical-plumbing (MEP) underground at the Community Center/gym, and the countertops/millwork at the coiling grills on the first and second floors of Town Hall.

Work in progress includes energizing the building with permanent power, MEP rough in on all floors (including the Community Center), drywall on the first floor of the Town Hall and the connector, the vault installation (now more than half complete), porcelain tile in the second floor bathrooms, second floor light fixtures/wiring, and the third floor drywall. Work in progress in the gym includes the brick walls, preparation/placing the slab on grade, and the air vapor barrier system. Work in progress in the Community Center includes installing windows and interior framing.

Work to start includes placing the gym slab on grade, prep/paint the interior gym concrete masonry unit walls, installing the ductwork serving the gym (now in fabrication), preparing the sub-base for the temporary generator pad (they have already started to excavate for this), prep/place concrete at the main vestibules, prep/paint the first floor, the acoustical ceiling grid on the first floor, millwork on the second floor, and flex ductwork/diffusers. Other critical items include MEP coordination and power/data changes. These include vetting the changes in revision 14, which are electrical changes at the elevator and other power and data changes.

Mr. Tomcak then presented 18 photos: 1. west elevation of Town Hall; 2. the north side of the Town Hall; 3. the east elevation, where the temporary generator will go. Mr. Harpie asked about soil compaction at this location. Mr. Tomcak responded that there were no concerns. 4. another elevation of the Town Hall; 5. the west side of the Community Center; 6. the scaffolding for the gym; 7. the exterior of the gym; 8. drywall in a conference room on the second floor; 9. second floor work; 10. a bathroom on the second floor; 11. the Town Council chamber on the first floor; 12. another angle of the Town Council chamber; 13. east of the Grand Hallway; 14. vault panels that were erected; 15. the third floor; 16. drywall set in place; 17. the south side of the Community Center; and 18. the gym (taken on March 11th) with the vapor barrier set (concrete will be placed on March 17th). Ms. Budrejko asked about something that came up on a Town Council tour of the new building the previous week, concerning the Great Hall and the Registrars of Voters (which has the least amount of traffic) switching with the Revenue Collector, which has more foot traffic. Mr. Arcari responded that the Town could switch these two offices down the road. The Registrars of Voters needed to be placed adjacent to a meeting room.

Mr. Tomcak then presented ten Change Order Proposals (COP) that had been distributed to Committee members in advance of the meeting and for which he was requesting Committee action. These were COP #96, for roof top unit #1 ductwork modifications to get into the gym, \$32,622.00; COP #107, a credit back of unspent electrical allowance, (\$16,148.71); COP #118, standby power revisions (new feeders for every floor, dedicated circuits were added also) all floors, \$78,330.11; COP #159, to add

metal clips (added angle clips on the back for added support) to support the second floor windows, \$4,851.38; COP #161, for audio visual revisions, on the first and third floors only, \$1,518.05; COP #163, set ground thaw machine/blankets for the Community Center slab, \$0 (this item was a GMP allowance); COP #164, pair of wood doors (fabricated) prepped for electrical hardware, \$2,022.00; COP #167, repair fencing/add post along east side, \$0 (this is a Construction Manager Contingency item); COP #172, extend rating over expansion joint within room 2107A (this is a rating issue in a second floor kitchen area, where the fire rating continues over an expansion joint), \$6,104.34; and COP #174, to expedite roof drain assembly/piping within the gym, \$0 (this is a Construction Manager Contingency item). The total of the ten COPs is \$109,299.17. Mr. Harpie asked if this amount would come out of the Owner's Contingency and he was told that it would. Ms. Budrejko asked about how it was determined whether COPs came out of the Owner's Contingency or the Construction Manager's Contingency. Mr. Arcari replied that traditionally, if an item was not in the original scope of work it was an add to the project. The owner pays for it, it is an asset. If there are means and methods items, those are associated with the contractor's execution of the work and would come out of the Construction Manager's Contingency. Mr. Mortensen inquired about heating for the perimeter. Mr. Tomcak replied that had been finalized at an earlier meeting.

Mr. Tomcak then presented Order of Magnitude/Pending Revisions, 19 COPs whose amounts had not yet been vetted or finalized, which currently total \$48,463.91. Mr. Harpie asked when retainage was reconciled. Mr. Tomcak replied that this typically occurred at the end of the project. Mr. Baron added that this normally occurred as any punch list items were addressed. Under rejected COPs, Mr. Tomcak noted that there were two COPs that had been presented to the Committee that he was not requesting action on this evening, as the Town has told the construction manager that they intend to address these items at the conclusion of the project. These are the COPs for the additional sidewalk along the east side of the gym, for \$32,482.90; and the extension of Mazzoccoli Way out to Cedar Street with a right turn only, for \$46,431.82.

- VI. Consider and Take Action on Change Order Requests – Mr. Mortensen made a motion that the Committee approve the ten COPs presented this evening totaling \$109,299.17. A second to the motion was made by Ms. Budrejko. There was no discussion. The motion passed unanimously by a vote of 4 YES to 0 NO.
- VII. Consider and Take Action on Fund Transfers – Mr. Miner made a motion that the Committee approve the transfer of \$109,299.17 from the Owner's Contingency line item to project construction, to cover the cost of the COPs approved at this meeting. A second to this motion was made by Mr. Mortensen. There was no discussion. The motion passed unanimously by a vote 5 YES to 0 NO.
- VIII. Any Other Business Pertinent to the Committee – Mr. Baron suggested the use of a telephone poll of the Committee members as a means to authorize approval of COPs in the future, following distribution of the COPs to members in the current manner, in light of the Coronavirus concerns and a probable meeting restriction of no more than ten

people. Formal approval of COPs at a subsequent meeting would still be required. No action was taken. Mr. Mortensen asked about delays in the project. Mr. Tomcak responded that there had been no delays so far. There was always that chance. All subcontractors had been asked to submit a Coronavirus phasing plan.

- IX. Public Participation – None.
- X. Comments by Committee Members – Mr. Harpie urged Newington to stay strong.
- XI. Adjournment – the meeting adjourned at 5:55 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron,
Director of Administrative Services