

## **PUBLIC BUILDING COMMITTEE**

### **Special Meeting Minutes**

**July 6, 2020**

*Subject to Approval*

Chairman Ostop called the Special Meeting of the Public Building Committee to order at 7:00 p.m. on Monday, July 6, 2020, via Zoom in Simsbury, CT.

Present – Chairman Ostop, Messrs. Kelly, Salvatore, Burns, Egan, Dragulski and Jackie Battos, BOS Liaison

Guests – Mr. Shea; Andy Obrien, Director of Operations, Simsbury Public Schools, Scott Baker, Principal, Henry James Memorial School; for Downes Construction Company – Mark Wichmann, Sr. Project Manager and Steve Smith, Project Executive; for Kaestle Boos – Jennifer Mangiagli, Project Architect and Manager; for CES – Mike Bouchard; and for Colliers – Ken Romeo, Owner’s Rep

Excused – Messrs. Derr and Cortes

No public audience comments.

#### **1. Minutes of the June 1, 2020 Special Meeting**

*Mr. Kelly made a motion to approve the June 1, 2020 Special Meeting Minutes, as written. Mr. Dragulski seconded the motion, and it passed unanimously.*

#### **2. Board of Selectmen Liaison Report**

Per Ms. Battos – no BOS update.

#### **3. Henry James Memorial School Project**

- a. Memo from Mathew Curtis, Superintendent of Schools

In support of COP #182 for new marker boards.

b. Architect Monthly Report

Ms. Mangiagli has replaced Enrique Chiarillo, Project Manager, on behalf of Kaestle Boos. Her report contained a first page listing COPs, and on page 2 consultant site visits, including CES, and an audio visual consultant. She noted the auditorium is substantially complete and they are checking on the FACS wing with visit reports provided. Chairman Ostop noted PBC should be copied, rather than waiting for a large stack, especially as the project comes to completion. Ms. Mangiagli advised of recent furniture delivery which should be complete in August before school starts. She noted there are some classrooms to be completed but that wing is primarily done. Ms. Mangiagli has worked continually on the project behind the scenes and Mr. Shea commented that work is going well with her fully taking over the project.

c. Collier's Monthly Report

Mr. Romeo has done site visits and noted a financial update of \$18.8 Million GMP and increase of \$21.5K via Change Order #12, as reviewed last month by PBC. He noted discussion with Mr. Shea to have a special PBC meeting toward the end of July to assure work moves to completion. Mr. Shea indicated the need for a special meeting in 2-3 weeks to obtain necessary approvals and keep work moving toward 8/15 completion, as there are items pending that have not yet been fleshed out for PBC consideration. As agreed with Mr. Wichman, Mr. Shea suggested a special meeting date of 7/20.

***Mr. Kelly made a motion to hold a PBC Special Meeting via Zoom at 7 p.m. on Monday, July 20, 2020. Mr. Dragulski seconded the motion, and it passed unanimously.***

Mr. Dragulski requested that Change Orders for the 7/20 meeting be received by Committee Members by noon on Friday, July 17, 2020. Mr. Shea agreed.

Mr. Romeo noted IV. in his report outlines the dust collector system lighting with 95% abatement to date. He added the white board/tack board problem will be discussed tonight. Regarding V. Activities, Mr. Romeo confirmed everything is moving forward.

d. vanZelm Monthly Report

Mr. Shea noted vanZelm's commissioning report dated 6/30/20 was provided summarizing completed areas with the Library and Media Center in good shape, although not 100% complete.

e. vanZelm Proposal

Mr. Shea noted vanZelm provided their proposal for new additional commissioning services added to the project for \$4,200, including for the guidance suite: ventilation, variable refrigerant flow system, dust collector system, and replacement exhaust fans; and development of functional testing. Mr. Dragulski commented on the substantial cost and asked about the function of existing exhaust fans; the question was deferred to Mr. Bouchard of CES. Mr. Dragulski asked about the dust collector question. Mr. Shea indicated these questions will be asked and reported to the Committee at the 7/20 meeting. Committee members also asked if commissioning was required as part of State paperwork. Ms. Mangiagli will look into State requirements and what the Town put in the RFP. Mr. Dragulski asked if it is hourly or lump sum. Mr. Romeo noted construction documents with added controls and there may be some comparison. Mr. Shea confirmed they would get more information for the next meeting, including the hourly rate.

f. Construction Manager Project Update – Downes Construction Co.

Mr. Wichman indicated they are about 88% complete; total GMP remaining at about \$19 Million; remaining CM contingency about \$531,610; remaining trade contractor allowance about \$691,432; GMP allowance remaining \$478,329. He noted good progress in Phase 5 as they move toward finishes in the Guidance Suite; moisture mitigation is about 2 weeks away, roof top curbs arrive this week; plumbing and mechanical installation is starting; ceiling grid is about 2 weeks away; cabinetry is going in place; and roof installation imminent. Mr. Dragulski suggested taking precautions to be prepared for a wet week. Mr. Baker noted the potential for pushing a day or so with the BOE voting and teachers definitely back on 8/26; he is in communication with Bill Sullivan and they are in good shape.

g. Change Orders on Downes Procore website – you will need to login

Mr. Wichman continued with action items, noting COP #100 for part of demo abatement for \$7,600 at zero cost. Regarding the difficulty of reading the backup for this item, Mr. Shea commented the backup is easier to read electronically and the funds have been expended.

Mr. Wichman noted COP #182 is out-of-scope due to HJMS interest in visual display boards for \$79,131.06. Mr. Baker noted a number of locations in the school where walls/floor have been redone but the boards have residue problems but are the most important instructional tool in the room. Chairman Ostop asked why they weren't considered at the beginning of the project. Ms. Mangiagli added that the question was asked and there is correspondence with Mr. LaClair that given the project cost they would not entertain replacing the boards at this time. Chairman Ostop noted the current request from BOE for \$80K for boards, which was not part of the original project and how is the State grant affected. Ms. Mangiagli responded that is not known for sure, specifically as an improvement, and related to specification details provided before going to bid and reimbursable components; they could directly ask. Mr. Shea commented the most economical solution was looked at originally and it took 3-4 months to reach this point working with contractors. Mr. Salvatore recommended the Committee go ahead and do this; Committee

members commented the State could shoot it down, but putting the old boards back up is not desirable; Chairman Ostop indicated it does not affect the total project cost, but should have been in at the beginning.

***Mr. Kelly made a motion to accept Downes' COP #182 for the out-of-scope addition of visual display boards under PR015-02 at a cost of \$79,131.06. Mr. Salvatore seconded the motion, and it passed unanimously.***

Mr. Wichman discussed COP #190 for out-of-scope provision of power circuit for ventilator at the former Library Media Center for \$689.85. He said this work was urgent and affected the commissioning process. Mr. Shea confirmed this was critical to completing the project and involved a formal proposal.

***Mr. Dragulski made a motion to accept Downes' COP #190 for out-of-scope provision of power circuit for ventilator at the former Library Media Center at a cost of \$689.85. Mr. Kelly seconded the motion, and it passed unanimously.***

Mr. Wichman continued with COP #192 for a back charge between subcontractors for metal flashing closure for the auditorium perimeter roof for \$2,196.21 at zero cost.

Mr. Wichman discussed COP #193 from contingency for seating installation remobilization/trip charge storage of seating for \$2,940 at zero cost. He explained material arrived in December and was handled twice and stopped during auditorium panel installation.

Mr. Wichman discussed COP #196 out-of-scope fire rated construction costs for B1 main level stair ceiling deck as required following electrical inspection for \$6,729.51. Ms. Mangiagli explained this addressed an existing condition above the existing ceiling when the area was opened up and given challenges with existing door and picture frames near corridor these items were not permitted, but there is a responsibility to upgrade which should be State reimbursable.

***Mr. Kelly made a motion to accept Downes' COP #196 for out-of-scope fire rated construction costs for B1 main level stair ceiling deck as required following electrical inspection at a cost of \$6,729.51. Mr. Dragulski seconded the motion, and it passed unanimously.***

Mr. Wichman noted COP #199 for out-of-scope modification for fin tube construction West FACS Wing for \$2,226.61. He indicated this was to get good air circulation and he is working with Ms. Mangiagli to assure they get everything out of this price. Ms. Mangiagli noted this COP represents 7 additional grills and they are looking to reduce that number and cost.

Chairman Ostop suggested putting COP #199 on hold. Mr. Wichman did not think that was a good idea and Ms. Mangiagli noted the work is being installed as they go and the grills go on top near windows and in order to do that they need final information for the room. Mr. Dragulski did not believe it was critical and that grills can be dropped in later and less expensive grills can be used; as long as air is circulating it will be fine. Mr. Wichman added they will look at timing and report at the 7/20 meeting

Mr. Wichman discussed COP #202 from contingency to provide clear erase wall covering at the Library Media Center for \$826.12 at zero cost. This was a result of damage to the area and he will coordinate with Mr. Baker to assure no further damage to the area.

Mr. Wichman continued with COP #205 out-of-scope for installation requested by HJMS of an access panel to an area at the column enclosure stage left and below the catwalk for \$1,620.48. The reason is that something could get into this area with no way to clean it out and panel access is protected. Ms. Mangiagli reviewed this with Mr. Baker and recommended it as the best solution providing access to a large closet-type area without a door.

***Mr. Kelly made a motion to accept Downes' COP #205 out-of-scope for installation requested by HJMS for an access panel to an area at the column enclosure stage left and below the catwalk at a cost of \$1,620.48. Mr. Salvatore seconded the motion, and it passed unanimously.***

Mr. Wichman discussed COP #206 out-of-scope sealing of ductwork EF-04, including Aero seal suggested by CES, and at PBC's request for \$20,986.16. Mr. Dragulski commented that it seems expensive; Mr. Burns asked what has to be moved. Mr. Wichman responded there is wiring integral to the unit as discussed at length with CES. Mr. Bouchard of CES discussed wiring below exhaust fan in a sheath allowed to pass through duct work. Regarding the cost, Mr. Bouchard indicated Aero seal is a proprietary patented product; purchase of the 4 exhaust fans is authorized and this relates to one fan with the other three fans not yet tested. He said the next step is to install the exhaust fans, test the elements and determine the amount of duct work air flow and evaluate all four systems. He cannot speak to the schedule. Mr. Baker noted they just received guidelines from the State about reopening with a section on air flow so this has to be done anyway, and they may find other issues. Chairman Ostop suggested this could be addressed during construction; Mr. Dragulski commented it is costly. Mr. Baker indicated they will not be able to put any employees into those rooms until the air quality is tested and up and running; he recommended going through the process. Mr. Bouchard believed that Aero seal could be done on a weekend. Mr. O'Brien commented that everything will have to be checked. Mr. Wichman noted that a lot of time has been spent on this and believes it can be done by 8/15. Mr. Baker noted that their guidelines for reopening address air flow; UV filters are not mandated. Mr. Wichman indicated they can move on this right away; he reviewed the costs were \$4,334 for duct work and \$12,303 for Aero seal totaling \$18,487 and also insurance and markup.

***Mr. Salvatore made a motion to accept Downes' COP #206 for out-of-scope duct work on a time and material basis not to exceed \$4,334.00. Mr. Burns seconded the motion, and it passed unanimously.***

Mr. Wichman continued with COP #207 for GWB Allowance Reconciliation with no GMP impact and zero cost.

Mr. Wichman discussed COP #208 out-of-scope floor covering outside the auditorium at level B stair for appropriate carpet match for \$1,832.65. This was discussed with and supported by KBA.

***Mr. Burns made a motion to accept Downes' COP #208 for out-of-scope floor covering outside the auditorium at level B stair for appropriate carpet match for \$1,832.65. Mr. Kelly seconded the motion, and it passed unanimously.***

Mr. Wichman indicated COP #210 is from allowance for painting Room A105 for \$350.78 at zero cost; this is out-of-scope but running through building allowance.

Mr. Wichman discussed COP #211 from contingency to paint exterior margins of Media Center for \$1,144.43. He said this decision was by DCC to maintain the schedule with the curtain wall based on shop drawings to deliver the Media Center on time, but the alignment was not perfect with margins visible; following consultation with KBA, painting was done at no additional cost.

Mr. Wichman continued with COP #213 for flooring allowance reconciliation for \$534.46 at zero cost.

Mr. Wichman discussed COP #215 for ceiling allowance reconciliation for \$3,734.57 at zero cost.

Mr. Wichman continued with COP #216 for HVAC allowance reconciliation for \$456.75 at zero cost.

Mr. Wichman noted COP #217 out-of-scope was discussed at the last meeting and alternative ways to address electrical and tack board with millwork were looked at in Room A226 for \$1,406.25. Ms. Mangiagli indicated there is a coordination issue in this room and raceway did

not fit appropriately; on the teaching wall with display boards the raceway runs almost the entire way so relocation of the electrical raceway to accommodate installation of new millwork is recommended.

***Mr. Dragulski made a motion to accept Downes' COP #217 out-of-scope for coordination of electrical and tack board with millwork for Room A226 at a cost of \$1,406.25. Mr. Kelly seconded the motion, and it passed unanimously.***

Mr. Wichman indicated COP #218 from allowance to recoat the auditorium floor with epoxy for \$1,920.72 at zero cost. This was caused by additional required code work in the building.

Mr. Wichman continued with COP #219 from allowance to recoat walls at Media Center duct pass through for \$801.16 at zero cost. He said 3 large oval ducts passing through wallboard were found by the Town to not look new over the escutcheons and GDS, as a courtesy, removed them opening walls and framing at no cost. MJ Daley fabricated three escutcheons at no cost; however, the painter would not work for free.

Mr. Wichman noted COP #220 out-of-scope for PR018 auditorium seating for \$1,008.50. He explained the seats were designed prior to Mr. Baker's involvement with the goal of maximizing the number of seats with the original layout acceptable to the auditorium consultant and people from the District. But now that the seats are installed, they are very tight to the stage in the first row preventing walking in front of those seats nearest the stage. Mr. Baker added that knees of those seated in the front row hit the stage and kids would likely put their feet on the millwork; while they meet Code, they are too close to the stage. Mr. O'Brien agreed there is a flow of space issue and the need to not block mics, etc. so it would be better to remove the seats now, rather than later. Ms. Mangiagli noted that the goal was initially to maximize seating and space in front of the stage was not considered, and this change is recommended for desired traffic flow. Mr. Wichman clarified that the work has been completed.

***Mr. Burns made a motion to accept Downes' COP #220 for out-of-scope PR018 auditorium seating at a cost of \$1,008.50. Mr. Dragulski seconded the motion, and it passed unanimously.***

Mr. Wichman discussed COP #221 out-of-scope black out film Room A130 for \$357.17. He said they removed white film and replaced it with black as requested by the School.

***Mr. Kelly made a motion to accept Downes' COP #221 for out-of-scope black out film Room A130 at a cost of \$357.17. Mr. Dragulski seconded the motion, and it passed unanimously.***

Mr. Wichman continued with COP #223 from contingency for heating line cut by DCC for \$550.41 at zero cost. He explained this was unforeseen with DCC inadvertently cutting a heating line requiring repair by MJ Daley. The Committee felt it should come out of Downes' cost.

Mr. Wichman continued with COP #226 from General Requirements for progress cleaning by Horizon for July 2020 for \$26,400.00 at zero cost.

Mr. Wichman indicated COP #227 is for out-of-scope LMC courtyard EIFS and channel web painting for \$2,265.18. Mr. Egan commented that the courtyard currently looks terrible and if the architect agrees, this should go forward as this area should be a showplace. Ms. Mangiagli recommended it.

***Mr. Egan made a motion to accept Downes' COP #227 for out-of-scope LMC courtyard EIFS and channel web painting at a cost of \$2,265.18. Mr. Egan seconded the motion, and it passed unanimously.***

Mr. Wichman continued with COP #228 out-of-scope for RFI 225 locker room painting for \$5,511.36. He said the paint was all epoxy and included several rooms. Mr. Romeo reviewed the area and recommended the painting.

***Mr. Kelly made a motion to accept Downes' COP #228 for out-of-scope RFI 225 locker room painting at a cost of \$5,511.36. Mr. Egan seconded the motion, and it passed unanimously.***

Mr. Wichman discussed COP #233 from contingency to replace frame, door and hinge in the Girls Locker Room for \$1,696.00 at zero cost. He added that masonry work is also required.

Mr. Wichman continued with COP #234 from contingency for break metal enclosure detail E29 for \$1,199.91 at zero cost.

Mr. Wichman discussed COP #235 from contingency for RFI 217 floor drain eye wash station E112 for \$1,231.14 at zero cost. He noted this was shown on the architect's plan but there was no drain in the plumbing plan; he is continuing to talk with GRP, but work has been authorized so the floor can be completed and he will follow up.

Mr. Wichman continued with COP #240 from contingency for reallocation of CM Contingency for \$30,000.00 at zero cost. He explained there are ample funds to move from one source to



another with no GMP cost impact; this is so funds can be utilized in anticipation of additional staff to complete the job and all under General Requirements currently earmarked for 2<sup>nd</sup> shift and weekend work; however, they are spending more money in regular time to complete work and looking to move funds from one area to the other with so much constructed in a short period of time; there is no increase in GMP, but with so many changes, they would like to shift the funds from one area to another. Mr. Shea asked why not shift it to additional staffing. Mr. Wichman responded there are ample funds for 2<sup>nd</sup> shift and weekend work and they would like to shift them. Chairman Ostop agreed since there is no additional cost, it is a great idea.

Mr. Wichman discussed COP #242 out-of-scope for reconciliation CO 03 Scope Construction Company for \$9.00.

h. Budget Financial Tracking Report

Provided in the meeting packet.

i. Pay Application #15 – Downes Construction Co.

***Mr. Kelly made a motion to accept Downes' Application #15 in the amount of \$663,762.85. Mr. Dragulski seconded the motion, and it passed unanimously.***

j. Kaestle Boos Invoice 16018.04-22

***Mr. Burns made a motion to accept Kaestle Boos Invoice 16018.04-22 in the amount of \$8,976.56. Mr. Kelly seconded the motion, and it passed unanimously.***

Mr. Wichman discussed critical items in his report. Mr. Dragulski asked about potential compression effects on the project from COVID19. Mr. O'Brien believed that the school being open for construction allowed more work to be done quickly. Mr. Wichman indicated his analysis includes some line items regarding field conditions and will pass comments on to subcontractors and check with them. Mr. Romeo confirmed he was asked to look into the contract to see where the virus falls and that force majeure has been discussed with Mr. Wichman and noted the Greenwood claim and waiting to hear from G&R. Mr. Shea advised that the Town Attorney was consulted and is aware of the situation with Downes' letter provided and two subcontractor letters noticing the potential claim; he was advised to wait for additional information. Mr. Wichman advised that MJ Daley has all the materials and construction is on schedule; status in the last 24 hours is that critical items are continuing to be worked on. Mr. Egan asked if there were any issues getting through doorways; Mr. Wichman believed they are in good shape. Chairman Ostop asked if they would have a better idea at the next meeting; Mr. Wichman hoped so.

k. Colliers Invoice - #006478

***Mr. Dragulski made a motion to accept Colliers Invoice #006468 in the amount of \$6,680.36. Mr. Kelly seconded the motion, and it was approved unanimously.***

l. vanZelm Invoice -#0047163, 0047299, & 0047379

Mr. Shea noted that vanZelm submitted 3 separate invoices; the Committee discussed them and decided to deal with the first two invoices and hold off on Invoice #0047379.

***Mr. Dragulski made a motion to accept vanZelm's Invoice #0047163 dated 3/20/20 in the amount of \$1,716.00. Mr. Kelly seconded the motion, and it was approved unanimously.***

***Mr. Kelly made a motion to accept vanZelm's Invoice #0047299 dated 5/15/20 in the amount of \$2,813.90. Mr. Dragulski seconded the motion, and it was approved unanimously.***

#### **4. Old Business**

None.

#### **5. New Business**

Chairman Ostop noted a Special Meeting is scheduled for Monday, 7/20/20 at 7 p.m. via Zoom. Mr. Egan asked if the Agenda could be looser since some things come in the same day. Mr. Shea indicated the material is sent out as soon as possible, but there is difficulty given current staffing.

Mr. Salvatore expressed concern about the 8/15 completion date which is only 5 weeks away and whether moisture mitigation, etc. are likely and asked about a site visit. Chairman Ostop responded that members can make a site visit noting there are weekly meetings Mr. Romeo attends, but Mr. Shea clarified they are remote meetings currently. Mr. Salvatore would like to walk the site to see what is left to do; Mr. Dragulski noted that Mr. Baker has to clear the site given COVID considerations. Mr. Baker noted there are areas where Downes is done and secured areas with Downes mostly out of the main construction area and working in the FACS Wing that could be tried. Ms. Mangiagli could not comment on Downes' ability to meet the schedule indicating there is no quick work with lighting and additional work still to be done. Chairman Ostop asked if the schedule should be questioned. Mr. Smith indicated the job will be done as required with a lot to do in the next 5-6 weeks but getting things pushed through is key to success and the project cannot take any curve balls. Chairman Ostop commented we have to move ahead in compliance with State requirements. Mr. Smith commented the project is substantially complete with some items remaining, which is normal. Mr. Egan asked if the white boards will affect anything. Mr. Smith said that the biggest things is getting them given school

construction season, but he is confident it can be done. Mr. Baker noted they need to see the specs to see how many boards will go in the rooms while they also work to reinvent school.

If the 7/20 meeting needs to be moved, Mr. Shea will advise attendees.

## **6. Adjourn**

*Mr. Kelly made a motion to adjourn the meeting at 8:56 p.m. Mr. Dragulski seconded the motion, and it passed unanimously.*

Respectfully submitted,

Janis Prifti

Commission Clerk