

LESLIE HENNESSEY, Director

Senior Center Building Committee
January 06, 2021
Meeting Minutes
Virtual Meeting via Zoom

Present: Leslie Hennessey, Linda Young, Diane Mulvaney, Kevin McAllister, Carol Constant, Michael Siddall, Jeff Cyr, Ted Boulais, Richard Ness, Phil Palumbo, Doug Goulet, Chris Wante, John Hammer (Milone & MacBroom), Chris Danforth (VHB) and John Howard (resident)

Not Present:

The meeting was called to order at 5:01pm by Diane Mulvaney.

Approval of Prior Minutes

Linda Young made a motion to accept the minutes of the December 2, 2020 Building Committee meeting, was seconded by Michael Siddall and unanimously approved via roll call.

Project Update

PCO #013 Gas Service Modifications

Phil provided an introduction to the topic of the gas service proposal change order (PCO). Prior to hiring Colliers and edm to start the design efforts on the Senior Center project, the Town hired VHB to produce a site survey for the Senior Center property which was to document underground and overhead utilities, topographical conditions, property boundaries, tree locations, etc. Milone & MacBroom, as edm's Civil Engineer consultant, utilized VHB's site survey as a starting point to produce the site design for the Senior Center project.

Chris, from VHB, then presented VHB's position regarding the work they underwent to produce the site survey. Chris indicated that Columbia Gas was coordinated with and VHB received gas line mapping from Columbia Gas in order to locate the underground gas lines. Chris also indicated that there is a note on the site survey which indicates the locations of the underground utilities are not warranted. Chris furthered that statement by indicating it's typical that a Civil Engineer would utilize the site survey as part of their conversation with the utility companies as they're designing the utility plan to further determine if the utilities in the site survey appear accurate.

John, from Milone & MacBroom, indicated that Milone & MacBroom did perform site visits to confirm the accuracy of the site survey. John indicated that entailed reviewing catch basin locations, grading, etc. After performing these existing condition verifications, Milone & MacBroom did not have any concern that there were any discrepancies with the underground utilities depicted on the site survey.

Jeff Cyr then asked questions such as: how was this error not discovered when dig safe was utilized for the site survey and how was this issue not discovered earlier on in construction through the dig safe process. It was indicated that dig safe is not utilized for site surveys as the land surveyors are not embarking on a construction project, they're documenting existing conditions for the purposes of producing a site survey. It was also indicated that the timing during construction in which this issue was discovered would not have changed anything as it relates to the change order costs.

Richard Ness asked Phil what his opinion was on this matter. Phil indicated that multi-million dollar construction projects are going to have design related change orders as architects and engineers are human, and as such the Owner should carry an appropriate contingency budget to cover those issues. He continued by saying there is a threshold utilized to determine if design related change orders on a project are at an egregious amount, and he indicated the current percentage on the Senior Center project is much lower than that threshold. As such, Phil doesn't feel the engineers should be asked to contribute towards this PCO as human error exists, the total amount of design related change orders are very low and the Owner is not paying twice for any scope due to this issue.

Kevin McAllister made a motion to have Phil negotiate with the engineers on compensation from them for this gas

LESLIE HENNESSEY, Director

service PCO, Jeff Cyr seconded the motion and the roll call resulted in the motion being voted down.

Construction Schedule Update

Phil indicated that the only update to this topic since the December Building Committee meeting was that the General Contractor submitted a letter indicating they were planning on submitting a no-cost PCO for a 75-day schedule extension pushing substantial completion to April 16, 2021. Phil, Chris and Doug mentioned that mid-April would be the soonest they could foresee the General Contractor achieving substantial completion based off of the progress on site. It was also mentioned that having a COVID breakout with workers on site and the site then needing to be shut down would make achieving substantial completion by mid-April impossible. After some conversations, Phil also highlighted the fact that Colliers contract is up at the end of March, so Colliers would need an add-service amendment in the event the project got pushed 75 days. The Building Committee chose to not vote on the 75-day extension request until the below is provided to them:

- Broken down budget implications to extending the schedule 75 days
- Breakdown of the GC's schedule mismanagement
- What's covered in the Owner-GC contract for liquidated damages

It was also during this schedule conversation that Kevin McAllister made a motion to freeze the expenditure of \$850K of the contingency budget. This motion was not seconded by anyone.

Furniture Contract Award

Phil indicated that at the December Building Committee meeting it was mentioned that they had received the furniture bids that day and that at first glance the bids looked good, but they had to be further reviewed. Phil indicated that after further reviewing all the bids and having a virtual meeting with the low bidder, it was determined that BBE Office Interiors is the low and responsible bidder. Thus, BBE Office and South Hadley executed a contract for BBE to furnish and install the specified furniture for the project. Phil also mentioned BBE's bid came in under the furniture budget.

PCO #021 – Brick Modifications at Jambs

Chris presented the scope of work priced in PCO #021 as an aesthetic change to what's owned in the bid documents, not a necessity. The PCO is valued at \$9,301. Chris indicated edm feels making this change would be aesthetically more appealing than the detail owned in the bid documents. Chris proceeded to show the Building Committee what the detail would look like as owned in the bid documents and what it would look like as changed in the PCO scope of work. The Building Committee voted against going through with the PCO scope of work.

Project Budget Update

Phil presented the total project budget status report, construction budget status report and contingency budget status report. Phil highlighted the invoices that have been approved since the committee last met which were: Colliers (\$14,025), Souliere & Zepka (\$492,684.29 – this was their November invoice, December is still being reviewed), Souliere & Zepka (\$9,815.31 - COVID invoice submitted through the CARES Act), edm (\$5,823.00), Allied Testing (\$360.00) and A to Z Moving (\$125.00).

Electric Vehicle (EV) Charging Stations

Phil explained to the Building Committee that the Senior Center project currently owns conduit from the electrical room routed underground to four (4) parking spaces along the north side of the building. Phil highlighted that it was just the conduit that the project owned; it doesn't own the wiring, circuit breaker nor charging stations.

New Business

Playground and Exterior Fitness Trail / Equipment

Phil indicated that he had been coordinating with Anne Capra (Conservation Commission Agent) that day regarding a grant the Town received to install exterior fitness equipment on the Woodlawn Field site, as well as make the sidewalk along the first base line accessible. Phil indicated that the plan is to have the Town work directly with Milone & MacBroom on the design documents for this scope. Phil also mentioned that because the exterior fitness equipment will most likely be located within the same area as the replacement playground equipment, Milone & MacBroom will take on designing the appropriate playground equipment for the area. This entire scope will be made a change order

LESLIE HENNESSEY, Director

towards the Senior Center project. An update on this scope will be provided to the Building Committee at the February Building Committee meeting.

Building Identification Sign Illumination

Chris indicated that during design the design team did not own any lighting at the building identification sign because of the residential abutters and the associated bylaws. After recently coordinating further on this topic with Leslie, it was decided that the project should see what kind of lighting, if any, can be provided at the building ID sign that would be considered acceptable by the Planning Board. The lighting type that appears to be something the Planning Board would accept is LED back-lit lettering. The General Contractor provided a rough order of magnitude for this scope, as well as adding a few GFI receptacles at the seat wall, of \$19K. The Building Committee requested that Colliers/edm request that the GC provide a detailed PCO for this scope for the Owner's review.

Adjournment

The meeting was adjourned at 7:15pm by Diane Mulvaney.

Items Distributed Prior to this Meeting

1. 12/02/20 Meeting Minutes
2. Monthly Construction & Financial Update dated January 06, 2021
3. Financial Status Report dated December 17, 2020

Next Meetings

February 03, 2021

March 03, 2021