

Sharon Standing Building Committee

Zoom Meeting Minutes

Tuesday, January 9, 2024

SSBC Members

Matt Grosshandler, Chair -present	Mike B. Martin-present	Roger Thibault-present
Deb Benjamin, Vice Chair -present	Marty Richards -present	Colleen Tuck -present
Matt Baldassari - absent	Rick Rice-present	Sara Winthrop -present
Gordon Gladstone-present		

SBC Attendees and Others

Julie Rowe – SBC – HS -present	Kevin Nigro – PMA – HS -present
Meg Dussault - SBC	Matt Gulino – PMA – HS
Emily Burke – Acting HS Principal, SBC	Chris Jankun – PMA
Peter OCain – Town Engineer	Chris Carroll – PMA
Tony Kopacz – SPS – HS -present	Eric Lowther – PMA
Timothy Chouinard - DPW-present	Chris Sharkey – Tappe – HS
Eric Hooper – Superintendent of DPW - PFAS	Chris Blessen – Tappe – HS -present
Carolyn Weeks –LBC -present	Tim Ericson – Consigli – HS
Cheryl Weinstein – Lib-present	Chandler Rudert – Consigli –HS -present
LeeAnn Amend – Lib-present	Kyle Raposo – Consigli – HS
R. Drayton Fair – LLB – Lib-present	Mike Winters – Consigli – HS
Brian Valentine – LLB – Lib	Ryan ONeil – Consigli
Ariana Pizzanelli LLB - Lib	Kristy Lyons – Consigli – HS
Mark Luzaitis CHA On-site rep CHA. - Lib	Jonathan Seibel – Consigli – HS
Casey Hochheimer -CHA – Lib-present	Allie Goldberg W&S -GWTP-present
Joe Sullivan - CHA- Lib-present	Margaret McCarthy - W&S -GWTP-present
Karl Walsh – MOCC – Lib	Alston Potts Environmental Partners
Krystal Burrows – MOCC - Lib	Adam Kran
John Freer – MOCC - Lib	David Hurley, CHA, Project Manager -present

Open the meeting

The Chair noted that the meeting was being held remotely consistent with MA laws. There will be no public comment this evening. The meeting opened at 6:31 PM.

A. Administration

1. Confirm that four members -- Colleen, Marty, Mike, and Matt B. -- are all sworn in prior to the 1/9/24 meeting. They were all approved for new three-year terms by Standing Building Selection Committee.

2. Minutes for review and approval from December 12, 2023 SSBC meeting.

MOTION by Mr. Rice to approve the minutes of the December 12, 2023 meeting. Seconded by Winthrop. Unanimously approved 9-0-0.

Project reps not included for vote on their portions of minutes because enough SSBC members here to vote.

3. Discussion and approval of Change Order Subcommittee/ representation -- makeup of the subcommittee

Held for January 23, 2024 meeting discussion and vote per chair with Mr. Gladstone’s agreement.

1. High School Project

Mr. Rudert reviewed the latest CM Report including procurement update, latest change orders and overall GMP status.

Project Updates:

1) **GMP Summary**

a) Preconstruction Amount	\$431,885	
b) GMP Amendment #1 Amount	\$5,759,799	
c) GMP Amendment #2 Amount	\$16,835,409	
d) GMP Amendment #3 Amount (Pending)	\$98,517,546	
e) Total GMP Amount	\$121,544,639	
f) Approved Change Orders	\$3,060,409	(CO 1-45) (2.41%)
g) Current GMP Amount	\$124,396,656	

2) **Change Orders Not Approved**

a) Tentatively Approved	\$0	(Recommended by SSBC Change Com.)
b) Submitted Changes	\$34,630	(Under review by the Team)
c) Potential Changes	\$408,104	(Not yet submitted) – Adding cooling to dark room (approx. \$100K) in photography area is the bulk of this potential change per Mr. Rudert.
d) Total Not Approved	\$442,734	(sum of b & c)
e) Total Potential Changes (incl. tent. approved)	\$442,734	(sum of a, b & c; 0.039% of GMP)

3) **CM Contingency**

a) Beginning Amount	\$2,099,210	
b) Amount from Savings from Buyout	\$524,800	(Max. Per Contract)
c) Current Amount	\$2,624,010	
d) Requests Against Contingency		
i) Approved	\$1,706,555	
ii) Tentatively Approved	\$0	(Approved by the Team)
iii) Pending	\$226,559	(Potential & Submitted)
iv) Total Transfers	\$1,933,114	(75% of Starting Amount)
e) Current Anticipated Balance	\$690,855	(32% Remaining)

4) **Allowances**

f) Beginning Amount	\$2,040,000	
g) Amount from Savings from Buyout	\$1,573,446	(Note \$204,112 to Temp Gen Allowance)
h) Current Amount	\$3,613,446	
i) Requests Against Allowances		
i) Approved	\$837,187	
ii) Tentatively Approved	\$0	(Approved by the Team)
iii) Pending	\$16,317	(Potential & Submitted)
iv) Total Transfers	\$853,504	(43% of Starting Amount)
j) Current Anticipated Balance	\$2,759,942	(135% Remaining)

5) **Requisitions (thru Req 43 for Sept/October 2023)**

a) Total Completed to Date	\$119,140,372	(95.7%)
b) Retainage Withheld	\$1,139,237	(-)
c) Total Due to Date	\$118,001,135	
d) Total Paid to Date	\$117,793,182	
e) Total Current Payment Request	\$207,952	(Req #44)

6) Schedule

- a. Installing RFP 046 WWTP Generator Pad on 1/11/24 pending weather
 - i. Generator delivery tracking the week of 1/22
- b. Wheelchair lift steel installed. Scheduling the elevator installer as soon as possible.
- c. Landscaper to be on site week of 1/8 to address non-planting/seeding items. Remainder of items to be addressed week of April 15th, 2024 (beginning of planting season)

2. Punchlist

- a. 36 Punch List Items
 - i. After this week all remaining items will be addressed in Spring 2024 for seeding/planting

Mr. Rudert waiting for lead time for crossing at Pond street. The bollards are delayed by about 4 weeks.

7) Milestone Tracking

<u>MILESTONE</u>	<u>ORIGINAL DATE</u>	<u>ANTICIPATED/ACTUAL</u>	<u>CFB</u>	<u>CFP</u>
Complete Foundations	4/20/2021	4/30/2021	-10	0
Structural Steel Complete	7/20/2021	7/21/2021	-1	0
Building Weathertight	11/1/2021	11/19/2021	-18	0
Substantial Completion (Building)	6/29/2022	8/25/2022	-53	0
Substantial Completion (phase 3)	8/1/2023	8/25/2023	0	0

B. DPW – Groundwater Treatment Project

- 1. Review and approve W&S OPM scope of services and corresponding budget

Chair said he and W&S had reached a conclusion on scope and services. Chair had note out to town counsel to confirm format of contracting is proper.

Ms. Goldberg reviewed the current agreed scope of services including Phase 1 OPM Services for design Phase, Phase 2 OPM Services for Bidding Phase, Phase 3 OPM Services for Construction Phase, Phase 4 OPM Services Part-time Inspection.

Per Member question Ms. Goldberg explained that regarding testing agencies, Environmental Partners (EP) will handle full-time resident inspections and W&S will handle more critical part-time inspections throughout construction. Chair confirmed that need was not seen for full-time engineer from both EP and W&S, but W&S will be onsite during critical junctures.

Design engineer (EP) will review the scope and then W&S will review submittals and RFIs. More details about their reviews and levels of involvement. This is stated in the contract draft presented on the screen at the meeting.

Mr. Gladstone clarified that the testing consultants would be on W&S contract. Ms. Goldberg responded accordingly.

Regarding fees, they were divided up into each phase of the project. Chair said this is consistent with budget that was prepared by third-party estimator and presented to the Town.

Member asked and Ms. Goldberg confirmed that in the contract the Engineer meant W&S and Design Engineer (DE) was Environmental Partners.

They have used Briggs and JPC in the past but can have conversations with SSBC if there is a preference. Ms. McCarthy reminded committee that MWE/MBE requirements will be in effect during selection of subs.

Ms. Goldberg presented a Pre-Qual Schedule. Planned to finalize weight scale at Jan 23 meeting. Then on January 26 at OAC meeting

finalize the matrix; get the RFQ for prequals out in early February; assume a 4- week statement of quals deadline and then a four-week evaluation process with prequal committee to send out responses by the end of March. This would apply to file sub bidders as well as GC. Member said term “matrix” is more familiar as “rubric” for SSBC.

Ms. Goldberg will share something used in prior WWT project prequalification. She will submit them both for review by the committee for a final document at 1/23 meeting. Mr. Rice pointed out that it must be able to withstand scrutiny from the bidders and results.

Ms. Goldberg asked by chair about the number of responses SSBC might get back. Ms. Goldberg will provide a list of prior bidders to give an idea.

Ms. Goldberg said that the schedule does need to be a bit flexible.

Sharon Conservation Commission Site Selection of Well #4, 15 Tree Lane, was approved at 1/4/24 meeting. High-level risk and cost analysis between Well #3 and Well #4 presented to CC. #3 required 3 directional drills under Beaver Brook including main water pipe and Well #4 only required one directional drill. Well #4 site was more cost effective overall, as well as a better choice to mitigate risks for the Town.

Order of conditions will hopefully be closed out at the Conservation Commission meeting next Thursday, January 18, but there is still some risk of an appeal effecting the overall schedule. The hearing was left open so the conditions could be deliberated. They voted to approve the decision and then there was a motion to suspend the closing of the hearing to negotiate the conditions.

DPW, W&P, and EP went over 90% design, so EP moving towards 100% at this point.

Mr. Thibault asked if it was worthwhile to have a cost estimate at 90% or should we just wait until 100% design documents are done? Ms. Goldberg said four- to five-week turn around for third party estimator. The 90% docs were ready Dec. 19.

Mr. Rice asked when are the 100% due to send to estimators? 100% due in mid-January? A backward look may not be helpful.

Chair said to Ms. Goldberg that SSBC would rather wait for the 100% if the timing is short for 100%, and save the money for the review of the 90% that will be so close to the completion of the 100%. Goldberg will check on submission expectation for 100% documents from EP so a decision can be made on whether to review 90% or hold for 100% document review.

Invoices for review and approval at the 2024.01.09 SSBC meeting for the Groundwater Treatment Plant are as follows:

Discussion that this was not to exceed but in consideration of overall contract (first billing in overall contract).

Member asked were these the standard Town rates. Yes, there is a rate schedule in the contract for Ms. Goldberg.

MOTION by Mr. Rice to approve W&S OPM scope of services and corresponding budget in the total amount of \$ 9, 329.10 dated 12/05/23. Seconded by Gladstone. Unanimously approved (9-0-0)

C. Library Project

A.) Project Budget Updates

1) M. O’Connor Contracting Inc. Construction Budget (thru December Req #6)

Req #6

Original Contract Sum	\$19,137,000.00
Net Change by Change Orders	-

Contract Sum to Date	\$19,137,000.00
Total Completed and Stored to Date	\$1,594,701.00
Retainage	
5.00% of Completed Work	\$70,625.06
5.00% of Stored Material	\$9,110.00
Total Retainage	\$79,735.06
Total Earned Less Retainage	\$1,514,965.94
Less Previous Certificates for Payment	\$1,283,497.49
Current Payment Due	\$273,210.50
Balance to Finish, Including Retainage	\$17,348,823.50 Remaining

2) LLB Design Services and Construction Administration and Amendments

Project Summary

Extended Conceptual Design Phase	\$32,398.44
<u>Basic Design Services</u>	
Final Schematic Design	\$159,425.00
Construction Documents	\$485,321.00
Design Development	\$575,028.50
Bidding/Negotiation	\$76,136.50
Construction Administration	\$333,047.00 (\$230,301.98 Remaining)
<u>Furnishing Design Services</u>	\$100,000.00 (\$100,000.00 Remaining)
Original Contract Total Remaining	\$330,301.98 Remaining (81% completed)

Additional Services

Original Contract: F.S. 11 North Main Street	\$40,000.00
Amendment 1: F.S. One School Street	\$32,000.00
Amendment 2: Full Services One School Street	\$1,776,356.44
Amendment 3: Commissioning	\$54,843.00 (\$42,571.50 Remaining, 22% completed)
Amendment 4: Civil Schemes Freeman	\$2,880.00 (100% completed)
Amendment 5: ZBA Design Requirements	\$39,000.00 (100% completed)
Amendment 6: Final Civil Document	\$27,000.00 (100% completed)
Amendment 7: Electric Code Updates	\$5,830.00 (100% completed)
Amendment 8: Additional Construction Administration	\$85,000.00 (\$62,788.00 Remaining, 26% completed)
Amendment 9: Haz Mat Monitoring	\$9,603.00 (100% completed)
Previous Contract Total	\$2,072,512.44
Amendment 10: Additional Constr. Testing Services	\$80,000 (\$78,361.00 Remaining, 2% completed)
Amendment 11: Additional Testing Services	\$11,990.00 (\$11,990.00 Remaining, 0% Complete)
Current Proposed Contract Value	\$2,124,502.44
Total Remaining Current Proposed Contract Value	\$532,834.97 Remaining (75% completed)

3) CHA Consulting Inc. Administration Budget

Design and Bidding	\$30,496.00 (100% completed)
Construction and Closeout	\$648,739.00 (26.45% completed)
Total Fee	\$679,235.00

Total Fee Earned	\$185,996.00
Previous Amount	\$150,996.00
Outstanding Invoices	
746660-07	\$35,000.00
Total	(\$35,000)
Current Fee Amount	
74660-08	(\$35,000.00)
Balance to Finish	\$528,239.00 (\$458,239.00)

B. Milestone Tracking

<u>ACTIVITY</u>	<u>ORIGINAL</u>	<u>ACTUAL</u>
Basement Foundation Footings and Walls	November 3 rd 2023	December 15 th 2023
Frost Wall Footings and Foundations	November 27 th 2023	January 15 th 2024
Delivery of Structural Steel	October 26 th 2023	January 15 th 2024
Stage 1 Structural Steel (Basement Columns & 1 st Floor Beams/Decks)	November 24 th 2023	January 26 th 2024
Complete 1 st Floor Slab over Basement	January 18 th , 2024	Spring 2024
Back fill basement and complete Foundations	January 18 th , 2024	Spring 2024
Phase 2: Structural Steel 1 st Floor through Roof	March 27 th , 2024	April 30 th 2024

C. Schedule and Progress – Photos from meeting packet reviewed by Mr. Hochheimer and Mr. Hurley.

Mr. Hurley presented the foundation plan and color-coded progress. The snow is not impeding progress.

The underground plumbing was completed and inspected per Mr. Hochheimer.

A member voiced concern about location of worker in photo CHA presented of sitework team continuing with installation of perimeter drain work. Member asked where the protection was on the south wall of the excavation, could see slope and then 8-foot vertical. Is there timber surging and lagging or trench box? Concern that man in photo is placing pipe there. Mr. Grosshandler noted the frozen ground and asked CHA to make sure proper sloping and benching followed, and making sure the right protocols were being followed there. Mr. Sullivan said ultimately it is responsibility of the superintendent of the construction company. CHA has onsite supervisor full-time and Mr. Luzaitis is in contact with the site supervisor and is very safety oriented.

Chair confirmed no more than 50% backfill on wall until structure is in. Mr. Sullivan agreed.

Member asked how do you prepare for the rain? Low point drains and a sump pump was response. Mr. Luzaitis said the site drains well and those onsite prefer rain to snow.

Chair asked for milestones for steel and slab? Mr. Hurley said targeting complete of walls by the last week in January. Mr. Sullivan said it comes to timing for the arrival of the structural steel which has been released. Mr. Luzaitis said there was a steel representative onsite today and suggested that we will have a better idea of timing in the next few days.

Ms. Weinstein requested a copy of the budget as shown (status of the curved billings mentioned). Mr. Sullivan thinks a more precise two-week look ahead needs to be provided to the SSBC members. Chair agreed.

Discussion on Invoices for review and approval

Invoices for review and approval at the 2024.01.09 SSBC meeting for the Sharon Public Library Project are as follows:

- M.O'Connor Contracting Pencil Requisition #6 in the amount of \$273,210.50 dated 12/30/2023. This invoice includes the following backup:

- M. O'Connor Contracting matrix supporting the submission of this invoice.
 - Current Fee Amount of attributed to items associated with construction.
 - CHA has reviewed this invoice and we are recommending payment by the Town of Sharon.

*Please advise if you require any additional information related to this M.O'Connor Pencil Requisition #6.

This invoice does not reflect an increase to M.O'Connor Contracting's negotiated, lump sum GC contract value. Should you have any questions regarding this pencil requisition, please contact CHA Consulting Inc. Assistant Project Manager, Casey Hochheimer.*

- CHA Invoice 74660-07 totaling \$35,000.00 dated 12/31/2023 for previously unbilled balances of negotiated OPM contract fee. This invoice includes the following backup:

- CHA Billing matrix supporting the submission of this invoice.
 - Current Fee Amount of \$35,000.00 attributed to Construction and Closeout.

*Please advise if you require any additional information related to this CHA invoice.

This invoice does not reflect an increase to CHA's negotiated, lump sum OPM contract value. Should you have any questions regarding this CHA Invoice 74660-07, please contact CHA Consulting Inc. Assistant Project Manager, Casey Hochheimer.*

- CHA Invoice 74660-08 totaling \$35,000.00 dated 1/4/2023 for previously unbilled balances of negotiated OPM contract fee. This invoice includes the following backup:

- CHA Billing matrix supporting the submission of this invoice.
 - Current Fee Amount of \$35,000.00 attributed to Construction and Closeout.

*Please advise if you require any additional information related to this CHA invoice.

This invoice does not reflect an increase to CHA's negotiated, lump sum OPM contract value. Should you have any questions regarding this CHA Invoice 74660-08, please contact CHA Consulting Inc. Assistant Project Manager, Casey Hochheimer.*

- LLB Invoice 27-1925 totaling \$22,343.95 dated 11/30/2023: This invoice includes the following: .
 - Construction Administration: \$18,317.59
 - Amendment 8 – Additional CA: \$3,960.00
 - Expenses: \$66.36

CHA has reviewed this invoice, and we are recommending payment by the Town of Sharon.

*Please advise if you require any additional information related to this LLB invoice.

This invoice does not reflect an increase in LLB's negotiated, lump sum contract value. Should you have any questions regarding this LLB Invoice 27-1925, please contact CHA Consulting Inc. Assistant Project Manager, Casey Hochheimer.*

- LLB Invoice 28-1925 totaling \$1145.82 dated 6/20/2023: This invoice includes the following: .
 - Construction Administration: \$18,317.59
 - Amendment 8 – Additional CA: \$3,960.00
 - Amendment 10 – Construction Testing Services: \$1,639.00

CHA has reviewed this invoice, and we are recommending payment by the Town of Sharon.

*Please advise if you require any additional information related to this LLB invoice.

This invoice does not reflect an increase in LLB's negotiated lump sum contract value. Should you have any questions regarding this LLB Invoice 28-1925, please contact CHA Consulting Inc. Assistant Project Manager, Casey Hochheimer.*

Mr. Gladstone noted missing backup invoice for LLB. Mr. Hochheimer and Mr. Hurley will provide needed backup for submission to

accounting to happen.

MOTION: Mr. Rice made an omnibus motion to approve the above listed Sharon Library Project invoices subject to submission of the appropriate backup in the total amount of \$399,262.55. Seconded by Winthrop. Unanimously approved (9-0-1). Included Weinstein. Mr. Gladstone did not respond and had a majority already, so Mr. Gladstone marked as abstaining.

Ms. Amend alerted SSBC members that the MBLC is planning an onsite visit soon. Mr. Grosshandler would like to know date when available so he can attend if possible. Mr. Sullivan asked Ms. Amend for advanced notice and to ensure that they wear the appropriate safety attire.

Mr. Chouinard presenting a repair for Town Hall sidewalk at the Feb. 9, 2024, meeting.

D. Topics the Chair would like to discuss not known 48 hours in advance

E. Adjournment

MOTION: absent any objection the chair assumed unanimous consent to adjourn at 7:36 PM.

These minutes were approved at the January 23, 2024 SSBC meeting.