

Sharon Standing Building Committee
Zoom Meeting Minutes
Tuesday, January 23, 2024

SSBC Members

Matt Grosshandler, Chair -present	Mike B. Martin -present	Roger Thibault -present
Deb Benjamin, Vice Chair -present	Marty Richards -absent	Colleen Tuck -present
Matt Baldassari -present	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 -present
Emily Burke – Acting HS Principal, SBC	Chris Jankun – PMA
Peter OCain – Town Engineer	Chris Carroll – PMA
Tony Kopacz – SPS – HS	Eric Lowther – PMA
Timothy Chouinard - DPW -present	Chris Sharkey – Tappe – HS
Eric Hooper – Superintendent of DPW --present 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 O’Neil – Consigli
Ariana Pizzanelli LLB - Lib	Kristy Lyons – Consigli – HS
Mark Luzaitis CHA On-site rep CHA. - Lib -present	Jonathan Seibel – Consigli – HS -present
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- Environmental Partners -
John Freer – MOCC - Lib	Dave Hurley -CHA - 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 6:30 PM.

A. Administration

1. Minutes for review and approval from January 9, 2024 SSBC meeting.

MOTION by Mr. Rice to approve the minutes of the January 9, 2024 meeting. Seconded by Tuck. Unanimously approved 9-0-1 (included Weeks for LIB project; Baldassari abstained).

2. Annual discussion and approval of SSBC Chair and Vice Chair.

Ms. Tuck nominated Mr. Grosshandler as chair, and he accepted the nomination. No other nominees put forward. Mr. Gladstone nominated Ms. Benjamin, for vice chair but she declined and suggested a newer member have chance to step up and take on the role. Chair would like vice chair who was willing to alleviate some of the lift; the chair attends the LIB and GWTP OAC meetings and Mr. Gladstone covers HS OAC, so presence at OAC meetings isn’t

necessary for vice chair. Mike B. Martin and Matt Baldassari asked questions regarding the role and responsibilities. Mr. Gladstone nominated Mr. Baldassari and Ms. Benjamin seconded the nomination. No further discussion.

MOTION by Mr. Gladstone to nominate Matthew Baldassari as SSBC vice chair. Seconded by Benjamin. Approved 8-0-1. Baldassari abstained.

MOTION by Ms. Tuck to nominate Matthew Grosshandler as SSBC chair. Seconded by Benjamin. Approved 8-0-1. Grosshandler abstained.

3. Discuss and approval of SSBC representative appointments for specific project(s).

Mr. Gladstone asked to hold item for follow up meeting. He requested conversation on topic with chair.

4. Discussion and approval of SSBC representatives and chair for the Change Order Subcommittee.

Mr. Gladstone reviewed his perception of how SSBC representatives roles for projects should work. Should have architect, rep and alternate. Two members that are reps of each project plus two members that are at-large and the architect. Committee expands based on having two reps for any and all projects. Currently would have two from library and two from pfas plant and LLB architect and Environmental Partners for GWTP change orders. Mr. Gladstone will continue on CO Sub for HS specifically.

Mr. Grosshandler read his edits. Decision made to table and review offline. Next Meeting Packet will contain details of discussion.

B. DPW – Groundwater Treatment Project

1. Review Evaluation Criteria Rubric

Ms. Goldberg reviewed the Proposed Request for Qualifications Schedule.

Ms. Goldberg asked who would be on Subcommittee for prequalification. Mr. Rice is unable to attend the Friday GWTP OAC meeting. Currently pre-qual subcommittee likely to be made up of Mr. Rice, Mr. Thibault, Chair, DPW member, EP rep, and W&S rep. Mr. Rice moved that we go forward with that. Chair agreed. Friday's GWTP OAC meeting will review the rating criteria.

A few other meetings need to be scheduled outside of the OAC meetings per Ms. Goldberg. Select Board will not be involved in bid process. Goal of Friday OAC is to finalize how the Evaluation Criteria Rubric will be weighted. Discussion that weighting can't wait to be finalized at next SSBC meeting because it will be too late. Further discussion about weighting and SSBC reviewing this.

Members have no objection to Evaluation Criteria Rubric. Mr. Rice asked about public project record vs. references. Ms. Goldberg said weighing that section a lot higher because the mechanical process for treatment plant was emphasized.

Mr. Hooper agreed with chair that you can focus rubric on you only get a 20 on projects like the one we are looking to build. He did not see it as a big difference, and will be scoring project references and project record as effectively one item. Discussion led to adjusting numbers to 10 for Public Project record and 17 for the Project References. This is a low-bid pre-qual. Mr. Rice and Mr. Thibault ready to move on. No opposition. Chair asked Ms. Goldberg to have an excel or workbook ready to enter tally on review days when responses come in.

Now that we know what points are being achieved the rubric can be prepared. It will not be publicized, just need to have one in case there was a challenge. In case of putting this on the street, it can be issued as an addendum.

Chair said tell how points are earned. The rubric used to evaluate those points by committee can be used and only if there was a challenge it can be used to show evaluation methods.

Chair requested that Ms. Goldberg come to OAC meeting with a rubric ready for review, the draft will be out by Thursday.

Receiving the documents at town hall and then collating and disbursing them to committee members was the next step. Public safety doesn't want to be responsible for keeping track of delivery and administrative portion. They are happy to distribute. As a time-stamped deadline submission it goes to Town Hall. One from library last time has name of whom it goes to. Need one original, six copies for committee and then up to W&S how many copies they need, paper or electronic.

XPR will be lowered for 2024. Chair still waiting for Town Counsel on contract review. Fee schedule wasn't attached last time. Hourly rates and multipliers were reviewed. W&S published rates originally. But for balance of project W&S offered a 50:00 lowering of the rates due to long-term project. Fee schedule will be attached as an exhibit to final contract.

Mr. Rice said committee does not need to publish the rubric so the definitions can be reviewed by the committee. It can also be issued as an amendment. Chair said it was up to SSBC how to do the grading. Mr. Thibault added that they will work on the rubric and then circulate to be decided at the next SSBC. Can put out as an addendum or not at that time.

2. Review W&S Invoice #12230679 include:

Weston & Sampson invoice Number 1240328 totaling \$15,478.81 dated 1/17/2023.

Chair was still waiting for Town Counsel to return the contract. Fee schedule has been reviewed since last meeting and early published rates have been adjusted on a moving forward basis. Fee Schedule will be made available with the contract.

This invoice reflects the rates that were initially negotiated.

Ms. Goldberg was not included because original contract was on a non-to-exceed basis. Next month's invoice will include her time.

MOTION by Mr. Gladstone to approve Weston & Sampson invoice Number 1240328 totaling \$15,478.81 dated 1/17/2024. Seconded by Rice. Approved 9-0-1 (Hooper abstained).

C. Library Project -- 7:27 PM

1. Project Schedule Update

- Progress since last meeting
 - Installation of electrical conduit under slab
 - Installation of underground plumbing, floor drains and cleanouts
 - Ongoing installation of perimeter drain and basement wall insulation
 - Footing pours in NE corner; grid lines 1, 2 & F
 - Installation of wall forms on unfinished portion of basement walls; grid line 1.1 & E

2. Construction Progress reviewed

1/10/2024 – Installing Forms and Rebar, gridline 1; NW corner.

1/11/2024 – Basement under slab electrical conduit installation

1/11/2024 – Installation of underground plumbing
 1/11/2024 – Concrete pour grid line 1; NW corner
 1/12/2024 – Preparing footing subbase grid lines 1, F and 2; NE corner
 1/16/2024 – Snowy conditions on site
 1/18/2024 – Concrete pour footings grid lines 1, 1.4, F and 2; NE corner
 1/18/2024 – Basement insulation, perimeter drain installation, structural fill placement and compaction, grid line C, west wall
 1/22/2024 – Forms and rebar installation to close in basement walls, grid line E and 1.4

- Upcoming activities/milestones
 - Continuation of underground plumbing
 - Continuation of perimeter drain and basement wall insulation
 - Installation of rebar and wall forms for remaining foundation walls, NE corner
 - Pour final sections of foundation walls this Friday per Mr. Hurley
 - Delivery of Structural Steel February 7th
 - Basement slab pour
 - Backfilling

2. Project Budget Update

- Budget remains on target

MOCC has asked for seven-day extension. LLB and CHA reviewed and requested proper documentation of delays. Chair asked if seven additional days pushes them just slightly back in January 2025. Mr. Hurley agreed.

For submittals they are waiting for electrical packages to be submitted. Nothing was holding up the project schedule currently. Switch gear was close to being approved, working through secondary gear. The long-lead time items were released. Steel was basically done and elevator was done per Mr. Fair, some electrical light fixtures aren't being approved based on some aesthetics, but no big submittals are in process.

Eversource and subcontractor are working on transformer per Mr. Fair. Mr. Fair said email circulating tonight asking getting a layout for the generator, transformer and dumpster locations because the meter location was out by the transformer too so architect knows the subcontractor was in touch with Eversource. Member asked if a work order number for Eversource was available. Architect will get back to Mr. Martin because it has been going back and forth between electrical engineer and the subcontractor. Chair added there were conversations around the primary conduit, power poles, and so on, but can't say if they have formally approved it yet. Not clear on whether finalized and/or if clock has started on transformer.

1. **M. O'Connor Contracting Inc. Construction Budget** (*thru October 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	\$1,881,291.00
Retainage	
5.00% of Completed Work	\$84,954.56
5.00% of Stored Material	\$9,110.00
Total Retainage	\$94,064.56
Total Earned Less Retainage	\$1,787,226.44
Less Previous Certificates for Payment	\$1,514,015.94
Current Payment Due	<u>\$273,210.50</u>
Balance to Finish, Including Retainage	\$17,349,773.56 Remaining

2. **LLB Design Services and Construction Administration and Amendments**

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 - (31% complete, \$230,301.98 remaining)
Furnishing Design Services	\$100,000.00 - (Not started, \$100,000.00 remaining)
<u>Basic Design Services Subtotal</u>	<u>,728,958.00 - (81% complete, \$330,301.98 remaining)</u>
Amendment 3: Commissioning	\$54,843.00 - (22% complete, \$42,571.50 remaining)
Amendment 4: Civil Schemes Freeman	\$2,880.00 - (100% complete)
Amendment 5: ZBA Design Requirements	\$39,000.00 - (100% complete)
Amendment 6: Final Civil Document	\$27,000.00 - (100% complete)
Amendment 7: Electric Code Updates	\$5,830.00 - (100% complete)
Amendment 8: Additional Construction Administration	\$85,000.00 - (31% complete, \$62,788.00 remaining)
Amendment 9: Haz Mat Monitoring	\$3,872.00 - (100% complete)
Amendment 10: Additional Constr. Testing Services	\$80,000 - (2% complete, \$78,361.00 remaining)
Amendment 11: Additional Testing Services	\$11,990.00 - (Not started, \$11,990.00 Remaining)
<u>Additional Services Subtotal</u>	<u>\$310,415.00 – (37% complete, \$195,710.50)</u>
<u>Expenses</u>	<u>\$15,000 – (55% complete, \$6,822.49 remaining)</u>
<u>Total Contract Value</u>	<u>\$2,086,771.44 (74% complete, \$532,834.97 remaining)</u>

Amendments 10 and 11 do not to exceed limits, so may be less than number indicated above.

3. **CHA Consulting Inc. Administration Budget**

Design and Bidding	\$30,496.00 - (100% complete)
Construction and Closeout	\$587,856.00 – (26.45% complete)
Closeout	\$60,883.00
<u>Total Fee</u>	<u>\$679,235.00</u>
Total Fee Earned	\$185,996.00
Previous Amount	\$150,996.00
Outstanding Invoices	
74660-08	\$35,000.00
Total Amount Due	\$35,000.00
Balance to Finish	\$493,239.00

D. **High School Project – 7:39 PM**

CM Report

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 \$5,417 (*Recommended by SSBC Change Com.*)
- b. Submitted Changes \$29,213 (*Under review by the Team*)
- c. Potential Changes \$429,287 (*Not yet submitted*)
- d. Total Not Approved \$458,500 (*sum of b & c*)
- e. Total Potential Changes (*incl. tent. approved*) \$463,917 (*sum of a, b & c; 0.039% of GMP*)

Cooling in dark room \$164K vast majority of Potential Changes but also, scoreboard lighting. Only solid was \$98K from HVAC contractor, still working through scopes from other contractors. WWTP generator was another larger item still open.

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 \$27,697 (*Approved by the Team*)
 - iii. Pending \$226,559 (*Potential & Submitted*)
 - Total Transfers \$1,960,811 (*75% of Starting Amount*)
- e. Current Anticipated Balance \$690,855 (*32% Remaining*)

Nothing new had been added to CM Contingency recently per Mr. Rudert.

4. **Allowances**

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

5. **Requisitions** (*thru Req 44 for Nov/Dec 2023*)

- | | | |
|----------------------------|---------------|---------|
| a) Total Completed to Date | \$119,168,892 | (95.7%) |
| b) Retainage Withheld | \$610,339 | (-) |
| c) Total Due to Date | \$118,558,552 | |

- d) Total Paid to Date \$117,793,182
- e) Total Current Payment Request \$765,370 (Req #44)

6. Schedule

- a. Wheelchair lift steel installed. Scheduling the elevator installer as soon as possible.
- b. 2/19 Ship date for Cross Walk Pedestals – per CCD 054.
- c. 30 Punch List Items
 - i. Remaining Items to be addressed during first week of the planting season

Mr. Rudert reviewed drainage concerns noting that contractor had put a flat plate on rather than the proper cover when it was completed earlier in the project and then it wasn't caught during turn-over. Once flat cap was removed and proper cap replaced it, lines were checked with cameras and Mr. Rudert commented that was the cause of the issue. Have not have four inches of rain since the fix, but Mr. Rudert confident issue was resolved.

Mr. Rudert had a DPW request recently to change drain covers from flat to conical shape under assumption that dome shape was a little less likely to clog with debris and leaves. Mr. Blessen asked to speak to change unless Warner Larson was one to review. Mr. Gladstone wanted to know if change in drain was worthwhile in opinion of project professionals. Mr. Blessen spoke with engineers today and their feeling was that it doesn't hurt, but what was in place should work; adding that this was not a technical issue, but a maintenance issue. May take longer for debris to accumulate in dome-shaped ones.

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	1/19/2021	-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

8. Change Orders

Review the latest change order and transfer change order. Changes were reviewed and approved by the change order subcommittee on 1/9/2024

- a. CO #046
Reinstall wall base and installation of Marisa Auerbach Bench.

MOTION by Mr. Gladstone to approve CR #046 in the amount of \$5,417. Seconded by Rice. Unanimously approved 9-0-0.

- b. TCO #045T
Two contingency transfers for 1) decommissioning of old HS elevators and 2) Liquid Asphalt Escalation #2.

MOTION by Mr. Gladstone to approve TCO #045T in the amount of \$0. Seconded by Rice. Unanimously approved 9-0-0.

Mr. Gladstone asked whether there was a credit for contract that was ending when old elevator was decommissioned? Since elevator was demolished in the summer the contract may have ended. Ms. Schustek will follow up with Mr. Kopacz on this.

Oftentimes the decommissioning had to be done by the licensed elevator contractor who was certified by the state, Mr. Rudert explained. It's not part of the demolition contractor because scope has to be done. Could argue that it was

When the old elevator was decommissioned usually an owner had a credit back on whatever the unused portion of the maintenance contract was. When the old HS elevator was decommissioned was a credit offered? Or are they double charging us? Did they take the credit and also charge Consigli for decommissioning?

9. School Requests

- School Request: Previously approved by the SSBC was procurement of temperature probes for the science classrooms. The school requested multi-packs of these probes, but singular probes were previously priced. This was a request to order the originally requested multi-packs of these probes. = \$20,636

Ms. Benjamin noted that orders were less expensive on Google maybe about 10% less. Mr. Gulino said that Tappe would be working on this. Project was purchasing PH meters through a furniture company and not a lab. Mr. Blessen said this was part of a state bid package that was sent through a bidding process. Member asked who didn't order it and why we are paying for the change? Initial quote from Hertz was for single rather than three pack. Mr. Martin asked if they had won a bid based on the wrong quantities? Architect said it isn't just these items in the bid. The number was incorrect, so we need to make it whole for the number actually needed (three pack, not one). This was the original contractor that had the original scope along with other things. It will take more time, effort and money, but can be rebid based on clerical error. Ms. Benjamin would like documented in the minutes what we were going to buy and what we are going to buy... the quantities are updated and what original cost was. Member said an FFE equipment supplier submitted the bid, if a lab doesn't bid, that isn't an option through bidding process.

Item tabled for next meeting so architect can call on pricing.

10. Invoices

Invoices for review and approval at the 1.23.2024 SSBC meeting for the Sharon HS project are as follows:

- **Consigli Construction Co., Inc. Requisition No. 044 totaling \$765,370.71 dated 1.16.2024 for the period of November & December 2023:**

This requisition has been reviewed by both Tappe and PMA. Both Tappe and PMA are recommending payment of this requisition by the Town of Sharon. Per MGL payment for this Consigli CMR requisition for November & December 2023 is due fifteen days from today, 1.17.2024 the required submission date to the Town of Sharon for inclusion on the 1.23.2024 SSBC Meeting Agenda. Thus, payment of this Consigli Req. 044 for November & December 2023 is Wednesday, January 31, 2024.

- **Tappe Architects, Inc. Invoice 231003 totaling \$115,000.00 dated 11.01.2023 for October 2023. This invoice includes the following:**

- \$115,000.00 for Close Out Phase Fee billed per Tappe's Contract Amendment No. 002 dated 11.19.2019 and the 2.27.2023 revised DD through Close Out Fee Draw Down Schedule.

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

PMA Note: After payment of this October 2023 invoice, Tappe has a remaining balance on their Close Out Phase Fee of \$115,000 for November 2023.

- **Tappe Architects, Inc. Invoice 231105 totaling \$19,402.00 dated 12.13.2023 for November 2023. This invoice includes the following:**

- \$19,402.00 for additional geotechnical field visits cover under Tappe Contract Amendment No. 05. These visits have been completed. This amendment was unanimously approved at the 10.31.2023 SSBC meeting.

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

- **Tappe Architects, Inc. Invoice 231205 totaling \$21,973.95 dated 1.05.2024 for December 2023. This invoice includes the following:**

- \$21,973.95 for the Black Box Theater Equipment. A total value for this equipment of \$38,591.74 was approved by the SSBC at the 12.12.2023 Meeting. This was a direct purchase through Tappe Architects, Inc. and does not include Tappe markup.

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

FF&E Invoice

- **Full Spectrum Laser, LLC Invoice BC187221 dated 9.15.2023 APPROVED: \$3,773.70**

For fume hood added to laser cutter

- **Barco Products, LLC invoice SORCO79957 dated 11.14.2023 APPROVED: \$7,293.28**

FF&E invoices have required approval notations and/or additional backup documentation.

MOTION: Omnibus motion by Mr. Gladstone to approve the above-listed High School Project invoices in the total amount of \$932,813.64. Seconded by Rice. Unanimously approved (9-0-0).

Ms. Winthrop confirmed reviewing the Consigli invoice.

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

F. Adjournment

MOTION: absent any objection the chair assumed unanimous consent to adjourn.

Meeting adjourned at 8:14 PM.

These minutes were approved at the February 6, 2024 SSBC meeting.