

**Change Order Subcommittee
of the SSBC**

Zoom Meeting Minutes
Tuesday, February 20, 2024

SSBC Subcommittee Members and Attendees (bold type indicates present at meeting):

Gordon Gladstone, Chair -- HS	Kevin Smith – PMA - HS	*Brian Valentine (Alternate) LLB - LIB
*Rick Rice * -- ALL	Emily Burke – SHS Rep. - HS	*Drayton Fair – LLB – LIB
Roger Thibault - ALL	Kevin Nigro – PMA – HS	Mark Luzaitis – CHA - LIB
Marty Richards - HS	Chandler Rudert Consigli –HS	David Hurley – CHA - LIB
*Colleen Tuck, Chair CO Sub. – LIB	Matt Gulino – PMA- HS	Casey Hochheimer – CHA - LIB
*Mike B. Martin - LIB	Johnathan Seibel – Consigli – HS	Joe Sullivan – CHA - LIB
*Mike B. Martin – LIB joined at 5:35 PM	Mike Winters -Consigli - HS	
Matt Grosshandler SSBC Chair	*Chris Blessen* - HS architect	

***Indicates the voting members and specifies project** (HS = High School; LIB = Library; WTP = Water Treatment Plant; All – All projects). **CODE:** PMA = PMA Consultants’ LLC, HS OPM; CCC = Consigli Construction Company, Inc., HS General Contractor; CHA = CHA Consulting Inc., Library OPM; LLB = LLB Architects, Library Architects; MOCC = M. O’Connor Contracting, LIB General Contractor; HS = Sharon High School

Open meeting -- The Chair noted that the meeting was held remotely consistent with MA laws. The meeting opened at 5:30 PM. There will be no public comment.

1. Meeting Minutes

- a. Approve minutes from February 6, 2024 Change Order Subcommittee Meeting.

MOTION by Mr. Rice to approve the February 9, 2024 CO Subcommittee minutes. Seconded by Thibault. Unanimously approved 3-0-0 (Tuck, Rice, Thibault).

Mike B. Martin joined the meeting.

2. The HS project team requested moving HS Project items to next CO meeting.
3. Changes reviewed for the Library project:

Architect and Project Manager were not able to answer a question about whether the mark up on proposals should cover labor and materials. Mr. Rice said committee expects that the architect and OPM have reviewed COs and that they are good to go ahead of the meeting. Committee cannot approve anything without knowing that the amount they are approving is correct.

Suggested for this meeting the committee members’ review can have preliminary agreement on PCO but hold off on approval.

- A. PCO 006 - CPR 003 Plumbing Revisions:** APPROVED – Per RWH review, PCO appears reasonable for scope coordination changes. Triggering RFIs #1, 17 and 19 attached.

ADDITIONAL BACKGROUND: As discussed on the last CO meeting, this cost was delivered after coordination efforts post bid to locate site features within the confines of the tight site, and with adjusted elevations for those site features, it adjusted the sub slab plumbing. To keep the project moving and not hold up the plumber’s scope, we separated out the site work and MOCC is aware and in agreement that there will be a separate credit back for any unexcavated work outside of the foundation line.

Architect explained that septic field rotation request was culmination of site utilities coming in to the transformer, tight space. MOCC

suggested rotating the septic system and civil engineer concurred with change to shorten some piping. First ten feet coming out of the building was plumbing and outside of that was civil. The civil change seems to have kicked off the plumbing change and that was another \$28K to the plumber. Leaching field change was outside of this change. Critical path item was under slab plumbing. Member asked could what was shown on contract documents have been built? Mr. Sullivan said rotating was the only option to meet the pitch and the code.

Member said on receiving confirmation that the mark ups were appropriate with the contract; he was okay with this one. Mr. Sullivan will verify it through their contract. Another member asked about portion called drafting for cost regarding subcontractor spending money to draft something and when an ASI or SKP was appropriate to mitigate the cost? Mr. Sullivan said depending on submittal and work being drafted there would be some submittals, but the question would be was it excessive? Why were site engineers not just issuing rework drawings especially considering sometimes they just accept the change, and it reflects on the as built.

Depending on how contract is written, in-office changes may not be covered.

Member wanted to know if anyone asked for a breakdown of the labor burden? Mr. Sullivan said it would have been there and he would have reviewed that, and he did not have an issue. He added that it was normally 5% for file subcontractor and 10% for equipment labor. Mr. Sullivan clarified that the plumber was a filed sub, and the earthwork was under MOCC contractor. Mr. Sullivan confirmed reviewing the earth work saying it was underneath the lowest slab and they were 15' to 20' down.

Member anticipated looking for a credit, but confirming overhead will move forward. Mr. Sullivan verified it.

MOTION: by Mr. Rice to approve PCO 006 - CPR 003 Plumbing Revisions pending CHA's confirmation that the markups are appropriate per the contract in the total amount of \$28,622.21. Seconded by Thibault. Approved 4-0-1 (Ayes: Thibault, Rice, Tuck, Martin; Abstain: Valentine).

Verification process for the committee will be an email from Mr. Hochheimer to the CO Subcommittee for the LIB from Mr. Sullivan.

Architect questioned appropriateness of Mr. Valentine being the initial decision maker and a voting CO Subcommittee member. This is how the committee is set up currently. This can be reviewed with the SSBC, but currently architect is part of the committee per most recent SSBC review.

- B. PCO 008 - 3rd Party PLS Base Control Cost: APPROVED** – Per DZI Review, PCO was deemed appropriate to rectify deficiencies with original survey.

ADDITIONAL BACKGROUND: the surveyor that the town hired prepared an existing conditions plan for the Sharon Public Library 7 years ago. At the time, Jacobs was not hired to perform a survey for a perimeter survey, property stake out or to set control points for future buildings. Jacobs have sent Glen Reed PLS, cad file that shows what I tied into and have also recommended that you hire Glen to perform a boundary survey so he can set up site survey control. Glen REED worked with Gallagher to establish working controls, and this is the cost associated with that.

Mr. Sullivan explained that Reed had to put in extra work to make sure building was placed properly on the lot. Big cost was a boundary survey.

Mr. Martin asked if \$170 per hour was Reed's survey rate? Mr. Sullivan said that was the rate for MOCC, not for CHA, which was the base rate for professionals through MOCC.

MOTION: by Rick Rice to approve PCO 008 - 3rd Party PLS Base Control Cost in the amount of \$24,875.66 pending confirmation that the markups are per the terms of the contract. Seconded by Mr. Thibault. Approved 4-0-1 (Ayes: Thibault, Rice, Tuck, Martin; Abstain: Valentine).

- C. **PCO 009 - Adjustment to contract time due to inclement weather during Dec 23:** APPROVED – No cost, 7 calendar day extension was approved per documentation of above average weather conditions.

This is through Dec. 2023 per Mr. Valentine.

MOTION: by Mr. Thibault to approve PCO 009 - Adjustment to contract time due to inclement weather for seven calendar days for total dollar amount of \$0.00. Seconded by Rice. Approved 4-0-1 (Ayes: Thibault, Rice, Tuck, Martin; Abstain: Valentine).

Mr. Martin asked when it comes to CO that person is stating that plumbing change (pipe sizes and such changed) how does billing for stored materials go? How can project say have this 4” pipe and I cannot do anything with it and there is a restocking fee. Joe said when RFI is done before purchase is made, they adjust in the material at that point, and they will give a credit on the 4” and price on the 6”. They do not approve materials without proper documentation whether stored or on site.

A. Adjournment

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

Meeting adjourned at 6:20 PM.

These minutes were approved at the March 5, 2024 Change Order Subcommittee meeting.