

Hatchville Fire Station Building Committee

MEETING MINUTES:

Hatchville Fire Station Building Committee
Meeting, Falmouth, MA – Meeting #27

MEETING DATE: January 18, 2024

MEETING TIME: 6:00PM

MEETING PLACE:

Falmouth Fire HQ Training Room (in-person)

ISSUED BY: Steven Kirby, Vertex

PROJECT:

Sandwich Road/Hatchville Fire Station, Falmouth, MA

ATTENDEES:

<u>NAME</u>	<u>COMPANY</u>	<u>TITLE</u>	<u>PRESENT</u>
Chris Simmler	Sandwich Road Fire Station Building Committee	Member, Co-Chair	N
George Rogers	Sandwich Road Fire Station Building Committee	Member, Co-Chair	Y
Boyd DeMello	Sandwich Road Fire Station Building Committee	Member, Fire Inspector	Y
Patrick Callahan	Sandwich Road Fire Station Building Committee	Member	N
Peggy Nickerson	Sandwich Road Fire Station Building Committee	Member	Y
Christian Valle	Sandwich Road Fire Station Building Committee	Member	N
John J. Elliott	Sandwich Road Fire Station Building Committee	Member	Y
Timothy Smith	Falmouth Fire Department (FFD)	Chief	Y
Michael Renshaw	Town of Falmouth (TOF)	Town Manager	Y
Melanie Bush	Town of Falmouth	Asst to the Treasurer/Fin Director	Y
Greg Endicott	Town of Falmouth	Facilities Manager	Y
Steven Kirby	The Vertex Companies LLC (VTX)	Owner's Project Manager	Y
Ellen Light	Context Architecture (CTX)	Project Architect	Y
Jeff Shaw	Context Architecture	Principal in Charge	Y

Initiation Date:	Item:	Discussion:	Action by:
1/18/24	27-1	Committee Meeting opened by Co-Chair George Rogers at 6:01PM.	--
1/18/24	27-2	Meeting minutes from 11/16/23: Approved by unanimous vote. 2 minor typos.	FSBC
1/18/24	27-3	VTX reviewed project progress since the last FSBC meeting including photos: <ul style="list-style-type: none"> • Frames for four-fold doors in App Bay installed • HM door frame installation ongoing • Masonry walls in App Bay continued • Spray foam insulation installed • Sheetrock and joint taping • Prime paint started • Plumbing, gas, fire protection, HVAC, and electric continued • Siding and trim are ongoing • Site grading and light poles continued • Sidewalks and asphalt binder course installed • Window testing performed and passed • Temp winter conditions ongoing • Tower is approx. 64% complete through December 2023 (Req #9) 	Record

Initiation Date:	Item:	Discussion:	Action by:
1/18/24	27-4	<p>VTX reviewed TCC's short term look-ahead schedule to include:</p> <ul style="list-style-type: none"> • Complete App Bay masonry walls and front entry split faced CMU • Install storefront main entry door and frame • Complete siding and trim • Replace and install louvers (delivered damaged) • Metal roofing on entry canopy roof • Install OH doors • Continue exterior caulking (weather permitting) • Start exterior paint (weather permitting) • Continue interior painting • Install ACT grid • Start ceramic tile • Ongoing plumbing, gas, fire protection, HVAC, electrical, technology • Start PV system • Relocate field office trailers • Site grading for detention basins 	Record
1/18/24	27-5	<p>Schedule – Tower's latest schedule update shows Substantial Completion and Certificate of Occupancy moved up to 3/27/24 to match the contract date. However, the schedule does not include sitework or punchlist which was always anticipated to be April-May due to restrictions on exterior work for seasonal and temperature conditions. This self-acceleration of the schedule indicates Tower's intention to keep previous delays (GC and/or design changes) to a minimum as they are re-sequencing subcontractor tasks to make up the time. Delay on generator delivery has improved to a revised delivery date of 3/30/24</p> <p>Context's contract amendment #2 for extended Construction Administration for 3.5 months was discussed. This amendment has two separate parts. Part 1 is to align their original CA duration at design contract award from 14 months to the 15.5 allotted for the GC, or 1.5 months. Part 2 is for any additional CA time required for GC delays in completion. Suggestion was to submit a revised contract amendment for the 1.5 month alignment, and then a monthly NTE amount, with hourly backup provided, for any GC delays.</p>	TCC VTX CTX
1/18/24	27-6	VTX reviewed approved Proposed Change Orders issued for Change Order #5.	VTX
1/18/24	27-7	VTX reviewed the status of the construction contingency.	VTX
1/18/24	27-8	<p>An abutter at 853 Sandwich Road has filed a claim for alleged damage to tub/shower wall tile and concrete foundations walls due to sitework operations. Project reps viewed claimed damage on 12/7 and 12/14. Abutter was advised to file claim with her property insurance carrier. Abutter stated her insurance said to request contractor COI. COI for GC is public record.</p>	TOF
1/18/24	27-9	<p>FF&E – Furniture, Fixtures and Equipment are being procured by Town through State OSD Bid List. Purchase orders have been issued for vehicle exhaust system, station alerting system, and partial furniture. Items remaining include furniture, IT network, audio-visual system, fiber service, security, and telephone.</p>	CTX VTX TOF
1/18/24	27-10	<p>Vertex Onsite Staff Change – Due to scheduling issues on other projects Vertex requested approval to change the current CSM/Clerk. CV could be forwarded if requested. FSBC had no issues with change.</p>	VTX

Initiation Date:	Item:	Discussion:	Action by:
1/18/24	27-11	Dedication Plaque – Reviewed plaque rendering provided by Context. There were no issues except a typo on one name (Elliott). The sign company will provide a final mockup rendering for approval.	CTX
1/18/24	27-12	Vertex to review if monthly lien waivers are required to be submitted for all subs and vendors.	VTX
1/18/24	27-13	Public Comment – None.	All

A motion was made and seconded to adjourn the meeting at 6:57PM.

The next meeting will be February 15, 2024, at 6:00PM at the Fire HQ Training Room.

Future meeting dates are: 3/21/24; 4/18/24; 5/16/24 and 6/20/24. Outlook invite to be sent to all Committee members and attendees.

Change Order #5 – New

- PCO #19R1– Additional fire protection at 6 location – \$13,529.70
 - PCO #22R2 – Front entry canopy revisions - \$14,870.49
 - PCO #30R2 – Hot water piping for hose reels - \$7,940.02
 - PCO #35R1 – Truss modifications for HVAC equipment access to attic - \$3,543.78
 - PCO #38R1 – Access panel at interstitial space above ceiling and below roof - \$1,382.86
 - PCO #44R1 – Adjustments to FP system in attic due to HVAC relocation - \$10,302.71
 - **TOTAL CO #5 = \$51,569.56**
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Construction Contingency

Construction contingency	\$509,000.00
Change Order #1	\$ 8,296.70
Change Order #2	\$ 8,656.33
Change Order #3	\$ 23,509.97
Change Order #4	\$ 33,900.05
Change Order #5 - new	<u>\$ 51,569.56</u>
	\$125,932.61
Remaining contingency	\$383,067.39
Potential PCOs - estimate	<u>\$ 34,500.00</u>
Balance	\$348,567.39



Falmouth Fire Rescue Hatchville Station

2024

Town Manager

Michael Renshaw

Fire Chief

Timothy R. Smith

Assistant Town Manager

Peter Johnson-Staub

Facilities Manager

Greg Endicott

Select Board

Nancy Robbins Taylor

Edwin P. Zylinski II

Douglas C. Brown

Onjalé Scott Price

Robert P. Mascali

Building Committee

Christopher Simmler

George Rogers

Patrick Callahan

Boyd DeMello

John J. Elliott

Peggy Nickerson

Christian Valle

Architect

context
ARCHITECTURE

Owner's Project
Manager

VERTEX

General Contractor

TOWER
CONSTRUCTION CORP