

Hatchville Fire Station Building Committee

MEETING MINUTES:

Hatchville Fire Station Building Committee
Meeting, Falmouth, MA – Meeting #28

MEETING DATE: February 15, 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	Y
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	Y
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	N
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	N

Initiation Date:	Item:	Discussion:	Action by:
2/15/24	28-1	Committee Meeting opened by Co-Chair Chris Simmler at 5:57PM.	--
2/15/24	28-2	Meeting minutes from 1/18/24: Approved by unanimous vote with 2 abstentions.	FSBC
2/15/24	28-3	VTX reviewed project progress since the last FSBC meeting including photos: <ul style="list-style-type: none"> • Rear overhead doors in App Bay installed • HM door frame installed • Masonry complete • Sheetrock and joint taping • Prime and 1st coat paint interior walls and trim – Admin • Acoustical ceiling grid and cut tiles • Ceramic tile • Casework/millwork • Plumbing, fire protection, HVAC, and electric rough-ins and finishes ongoing • Siding and trim continued • Exterior louvers • Storefront entry door • Temp winter conditions ongoing • Tower is approx. 72% complete through January 2024 (Req #10) 	Record

Initiation Date:	Item:	Discussion:	Action by:
2/15/24	28-4	<p>VTX reviewed Tower's short term look-ahead schedule to include:</p> <ul style="list-style-type: none"> • Complete siding and trim • Metal roofing on entry canopy roof, gutters, downspouts • Complete rear OH doors • Start front four-fold doors • Wood doors/hardware • ACT ceiling tiles • Floor finishes • Continue interior painting - App Bay starts 2/20 • Exterior paint (weather permitting) • Ongoing plumbing, fire protection, HVAC, electrical/technology finishes • Start PV system (TBD – DPU hold) • Relocate field office trailers • Sitework and grading for detention basins – March 2024 	Record
2/15/24	28-5	<p>Schedule – Tower's latest schedule update shows Substantial Completion and Certificate of Occupancy remaining at 3/27/24 to match the contract date. However, the schedule does not include punchlist and several other items that have been noted to Tower to correct. Delivery delay on generator delivery was improved to a revised date of 3/30/24.</p> <p>Committee reviewed Context's revised contract Amendment #2 for extended Construction Administration for 1.) an additional 2 months as a lump sum of \$42,000 to align their original 12 month duration to the 14 month duration included in the GC contract, and 2.) an hourly amount, with backup, not to exceed \$21,000/month for each month beyond 14 months due to GC delays. This amendment does not negate the 2 months of Project Closeout included in Context's contract. FSBC to recommend approval of Context Amendment #2 to Town Manager.</p>	TCC VTX CTX
2/15/24	28-6	VTX reviewed approved Proposed Change Orders issued for Change Order #6.	VTX
2/15/24	28-7	VTX reviewed the status of the construction contingency. Committee asked for overall budget update for next meeting.	VTX
2/15/24	28-8	The abutter at 853 Sandwich Road has filed a lawsuit against the General Contractor for alleged damage to tub/shower wall tile and concrete foundation walls due to sitework operations. It is unknown if the abutter filed an insurance claim as the Town had suggested as is standard practice.	TOF
2/15/24	28-9	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, fiber service and partial furniture. Quotes have been requested for the security system. Items remaining include IT network, audio-visual system, telephone, and miscellaneous items.	CTX VTX TOF

Initiation Date:	Item:	Discussion:	Action by:
2/15/24	28-10	Photo-Voltaic System – MA DPU has placed a on hold on the installation of all PV systems >25KW on the entire Cape Cod due to infrastructure issues and needed upgrades. This hold is included in Docket #22-55 on the Mass.gov website. MA DPU has not provided an end date for the hold, but input gathered from knowledgeable sources indicate years. The system designed for the Fire Station is 55.9KW. The Project Team (CTX, VTX, Town, GGD) had reviewed options including 1.) Redesign the system to 25KW, 2.) Wait until the hold is released, and 3.) Redesign into two phases of 25KW this year and 25KW next year. Option 1 was discussed with the Committee as being the most practical, efficient and fiscally responsible. GGD will redesign the system with a narrative and new one line diagram, CTX will issue a Proposal Request to Tower, Tower and MAK Electric will price the adds and credits and submit a PCO for review by CTX/VTX/GGD and final approval. Upon approval, MAK will forward the PV application to Eversource for approval to allow for the start of the install. Upon discussion, Committee agreed to recommend Option 1 to the Town Manager. CTX and VTX will proceed with Option 1 to expedite the next steps.	VTX CTX
2/15/24	28-11	Public Comment - None	All

A motion was made and seconded to adjourn the meeting at 7:10PM.

The next meeting will be March 21, 2024, at 6:00PM at the Fire HQ Training Room.

Future meeting dates are: 4/18/24; 5/16/24; 6/20/24; and 7/18/24. Outlook invite to be sent to all Committee members and attendees.

Change Order #6 – Draft

- PCO #23R1– Replace UG tank lid to accommodate alarm and monitoring sensors – \$5,226.47
 - PCO #37R1 – Prime SIPs ceiling in App Bay - \$7,399.57
 - PCO #41 – AED cabinet credit – (\$321.30)
 - PCO #45 – UG tank manhole cover size revision - \$3,248.72
 - PCO #56 – Hose rack credit – (\$6,434.16)
 - **TOTAL CO #6 = \$9,119.30**
-

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	\$ 51,569.56
Change Order #6 - Draft	<u>\$ 9,119.30</u>
	\$135,051.91
Remaining contingency	\$373,948.09
Potential PCOs - estimate	<u>\$ 50,000.00</u>
Balance	\$323,948.09

Revised, January 20, 2024

Michael Renshaw
Town Manager
Falmouth Town Hall
59 Town Hall Square
Falmouth, MA 02540

Re: Falmouth Sandwich Road Fire Station – Amendment 2: Extended Construction Administration

Dear Michael:

Please accept this additional services proposal in conjunction with our work for the Falmouth Sandwich Road Fire Station project. This proposal includes two items that make adjustments to our construction administration fee.

Item 1 – CA Duration Alignment \$42,000, to be billed as one lump sum

Our original contract with the Town included 12 months of Construction Administration services. The contract the Town signed with the GC included 12 months of on-site construction, preceded by 2 months of procurement, for a total of 14 months. To date our original 12-month CA fee has been spread out over the adjusted 14-month period. Therefore this 2-month CA extension aligns our services with GC's contract duration. Our normal monthly CA rate is \$21,000 (CA fee of \$252,000 divided by the original 12 months).

Item 2 – CA Extension NTE \$21,000, to be billed on an hourly basis

The contractor's schedule was set back due to several factors. Recent events have allowed the contractor to advance the work to be complete closer to the contractual date of Substantial Completion required by the contract, March 27, 2024. However, if the contractor does not meet the contract date, the Town has indicated they may be inclined to extend the contract duration. This item proposes to provide the Town with a mechanism to extend the design team should they extend the contractor. Our CA services would be extended on an hourly basis beginning on March 28, 2024, and ending on the actual date of Substantial Completion. These hourly services would be billed monthly but would not exceed our standard monthly rate of \$21,000.

Neither item 1 nor 2 change the original fees for closeout services (2 months) as stipulated in the design contract. Our closeout services will begin whenever the contractor achieves substantial completion.



Please do not hesitate to contact us should you have any questions regarding this request.
Thank you for the opportunity to submit this proposal.

Sincerely,

A handwritten signature in black ink, appearing to read "Jeff Shaw". The signature is fluid and cursive, with the first letter of each name being significantly larger and more stylized.

Jeff Shaw, AIA
Context Architecture

Cc: Steve Kirby, The Vertex Companies