



Town of Arlington, Massachusetts
730 Massachusetts Ave., Arlington, MA 02476
Phone: 781-316-3000

webmaster@town.arlington.ma.us

Building Committee Minutes 9/7/2010

TOWN OF ARLINGTON
MINUTES
COMMITTEE MEETING
PERMANENT TOWN BUILDING COMMITTEE
Tuesday, September 7, 2010

PRESENT: John Cole, William Shea, Robert Jefferson, Suzanne Robinson, Michael Boujoulian, Mark Miano

ABSENT: Brian Sullivan, Rob Juusola, Jeff Thielman

GUESTS: Diane Johnson - School Department
Eric Ammondson - Ammondson Architects
Mr Turowski - Turowski2 Architects
Ms. DeSousa - Turowski2 Architects
Brett Donham - Donham & Sweeney

The meeting was called to order at 7:30 p.m.

Stratton School

The committee agreed to a 30 day extension for final completion of the waterproofing on the roof area.

The following invoices have been approved:

Federal Construction #3, \$328,842.50

Highland Fire Station

Committee agreed to relocate the fire alarm terminal, not to exceed \$19,000.00.

The following invoices have been approved:

Donham & Sweeney #13 - \$7,572.67
Donham & Sweeney #14 - \$7,534.27
PMA #03304 -16 - \$6,428.56
EnviroSafe #6227 - \$600.00
EnviroSafe #6112 - \$425.00
EnviroSafe #6189 - \$1,500.00
EnviroSafe #6271 - \$300.00
Castagna Req #2 - \$157,822.17

Central Station

Castanga Req #2 - \$7,580.05
Donham & Sweeney #9 - \$2,182.46
Donham & Sweeney #10 - \$2,185.08

Community Safety

The following invoices have been approved:

Chapman Waterproofing #1 - \$202,970.70
Chapman Waterproofing #2 - \$194,661.00
Ammondson #1919 - \$12,119.30
Ammondson #1936 - \$712.90
Ammondson #1934 - \$7,743.73
Ammondson #1935 - \$5,396.81

Minutes from Donham & Sweeney:

Items Required Prior to Start of Work Contractor

6/8/2010: Contractor delivered the signed contract with bonds and certificates of insurance to K Nigro at the meeting. Additional items needed: a draft project schedule – final to be completed as soon as possible and a schedule of values (draft is acceptable until all sub contractors are under contract).

6/22/2010: At the meeting D&S received a draft project schedule and draft schedule of values. Contractor to email the total cost split between central and highland station to architect. Contractor notified D&S that the product submittal form included with the Hazardous Materials submittal was not needed. D&S to send the submittal to the Owner's Consultant for review. Contractor cannot begin abatement work until authorized by the Owner.

6/29/2010: Contractor presented an updated schedule of values and last week provided the cost breakdown at each building. Contractor will provide an updated schedule shortly. Authorization to proceed with Hazardous Material removal shall be provided from the owner today. D&S will contact owners monitoring firm to coordinate start of removal.

7/6/2010: Contractor provided cost breakdown to owner last week. Authorization to proceed with Haz Material removal was given by Fire Department last week and D&S contacted the monitoring firm to begin site visits. Contractor shall provide an updated project schedule and schedule of values.

7/13/2010: Contractor to provide an updated project schedule and schedule of values prior to the next project meeting.

7/20/2010: No change.

7/27/2010: S.O.V. updated with presentation of next pay requisition but there will still be additional breakdown to come. Updated project schedule shall be submitted prior to the next meeting.

8/3/2010: No change.

8/10/2010: Contractor will send July & August schedule overnight this week.

8/17/2010: July schedule sent. August schedule to be sent after draft requisition is approved. Draft requisition to be submitted 8/24, final requisition 9/7.

8/24/2010: Contractor/Clerk to provide copy of July schedule to architect.

8/31/2010: D&S has not received schedule. Final requisition (and august schedule) to be submitted next week.

9/7/2010: D&S received schedule.

Site Control and Maintenance Contractor

6/8/2010: Contractor is responsible for controlling access to the site and maintaining the site in an orderly manner. Contractor to submit HQ logistics plan with masonry sequence of operation asap.

6/22/2010: At Highland Station the project fence will have 2 gates along Mass Ave. and access to the building will be from the rear of the site so that supervisor can maintain control. At Central Station the Fire Chief stated that contractor may use one half of the aprons at a time (broadway or Mass ave) and did not need to leave opposite bays open. Contractor to submit logistics plan using this phasing.

6/29/2010: Logistics plan to be submitted shortly.

7/6/2010-8/3/2010: Logistics plan shall be submitted prior to the next project meeting.

8/10/2010: Logistics plan presented at the meeting. At central station contractor to note security fence locations and how staging is secured, laydown areas, type of staging, entrance protection, power and water locations. D&S noted that due to the particular nature of the rebuilding work at the cornice it seemed that some of the phasing should be adjusted so that an entire area of rebuilding was tackled at one time. Highland station phasing shall be adjusted so that the Mass Ave face is tackled after the rear and driveway sides. Contractor to present revised plans.

8/17/2010: Contractor to submit revised plan by 8/20.

8/24/2010: Nothing received. Contractor to follow up with roofer for coordination at both stations.

8/31/2010: Contractor reported that they met with roofing and masonry sub contractors prior to project meeting to review coordination at both stations. At the Highland station the roofer and the mason will need 1 month (possibly less due to less pointing). At the Central Station the roofer will need 1.5 months and the mason will need 2 months. All work can proceed at the same time. The contractor will distribute the revised logistics plan by the end of the week. Outstanding issues to be resolved before certain work can begin include: direction on lintels (forthcoming from D&S), approval of gutter (given on site by D&S), skylight location (to be coordinated on site between GC and D&S), Cupola work (direction to come from D&S following site review), gypsum plank replacement (GC to send RFI with locations of deterioration marked).

9/7/2010: Contractor promised logistical plan by 9/10/2010.
LEED Architect

6/8/2010: A forthcoming LEED credit sheet describes in general what the contractor should be looking for – the specifications contain a list of all the submissions required from the contractor. Contractor shall produce a plan for achieving the LEED credits as specified in the documents. D&S would like to see the plan in 2 weeks. Each month the contractor shall update the team on the status of all credit areas and present a plan to rectify any areas that are not in conformance with the LEED requirements.

6/22/2010-7/20/2010: Contractor to submit LEED certification plan.

7/27/2010-8/17/2010: LEED certification plan discussed with contractor after the meeting. Draft plan shall be provided asap.

8/24/2010: Contractor has hired the Green Building Roundtable to provide consulting services for preparation of their LEED submittals and navigation of the LEED process. Contractor reported that they should be able to provide draft LEED plan before the next project meeting.

8/31/2010: LEED plan to be submitted to D&S by the end of the week.

9/7/2010: LEED Plan Received by D&S.

Fire & Police Communication Lines Fire Chief

6/8/2010: Fire Chief stated that there are fire and police communication loop wires that travel into the building and cannot be cut off during demo. Contractor to contact Fire Department prior to performing the electrical make safe.

6/29/2010: Subsequent investigation by Fire Dept revealed no communication lines were in the building. Last week Bob Peard met with Rob DeRosa of the Arlington Fire Dept. and discussed the location and significance of the wires. The Town's contractor came to the site to remove any unnecessary wires, push all wiring into the cabinet and make it secure. Fire Dept. will mark the terminal cabinet. Cabinet and wires should not be touched during the project.

8/17/2010: Contractor reported that due to a miscommunication with subcontractors on 8/12 all communications lines were cut and the box was almost removed from the wall. A total of 6 fire alarm circuits, Park Circle vocal alarms and Fire and Police antennas were all severed. Upon recognizing the problem the GC immediately stopped the demo work and preparations were made to repair service. Fire Chief was on site at the time and was able to bring in their service contractor, John Dooly of Dooly Electric, to begin emergency repairs. Chief reported that as of today all but 4 fire alarm circuits have been restored. Due to the outages there were calls that the fire department could not immediately respond to over the weekend (calls ultimately came through E911). Emergency repair work is continuing. GC asked for all invoices for the repair work to be submitted to their attention. Contractor noted that the present location of the communication box conflicts with the sprinkler service and thus will need to be relocated. It was generally agreed that the box should be moved into the tel/data room.

Fire Chief to request a proposal from Dooly Electric to perform this move. Proposal should outline the necessary conduit sizes and runs. GC will use this information to prepare a proposal to provide the necessary additional spare conduits. GC noted that this information will be needed before site work begins in 4 weeks.

8/24/2010: Emergency Repair work completed 8/20. Estimate of charges approx \$4,700 not including fire department mechanic overtime costs. Invoices to be submitted to GC. Fire Chief reported that Dooly Electric proposed a cost of approx. \$8-9k for relocating the alarm system to the new electrical room (reusing existing wiring and providing new boxes/conduit) and a cost of approx \$12-13k for relocating the alarm system to the tel/data room which requires new wiring from the manhole, conduit and boxes; written proposal for both options forthcoming. Fire Chief will solicit a comparison proposal from LW Bills to do the same work.

8/31/2010: Contractor submitted payment checks to the Fire Chief for the work completed and invoiced to the Arlington Fire Department. Fire Chief stated that proposals for relocation of the Fire Alarm System from LW bills and Dooley should be received prior to the Building Committee meeting.

9/7/2010: Fire Chief to provide conduit. Contractor to install.

Masonry Items: Contractor

6/29/2010: At the next project meeting the masonry contractor will have prepared for the architects review, sample bricks to be reviewed against an area of existing brick that has been washed, and an area of existing mortar joints that has been cut and pointed to be reviewed for mortar color matching. The area of cutting shall not be considered the certification for masons.

7/6/2010: Contractor cleaned 3 sections of masonry which D&S reviewed. D&S requested that the contractor provide more bricks that exhibited flash to match the mix on the building. Mortar joints had been cut but no sample mortar had been installed. D&S will review brick and mortar colors at the next meeting.

7/13/2010: Architect reviewed 3 areas of new mortar and additional samples of brick with flashing. Brick with flash needs to have an orange tone not red. Mortar color at the southeast corner was preferred but contractor will redo with coarser sand in the mix. Brick rep to visit the site with the hope of selecting a closer match, architect will attempt to attend if notified in advance.

7/20/2010: Architect reviewed new mortar joint sample and approved the color and mix (with larger sand particles) as well as the joint striking. Contractor to make formal submission of mix and other information for this approval. Architect met with contractor and brick rep on Friday 7/16 to review brick choices. It was decided to proceed with demolition of the hose tower and attempt to reuse as many of those bricks in the new stair tower.

7/27/2010: Contractor shall make submission of masonry items reviewed in the field.

8/2/2010: Architect requires submittals on the mortar. Brick, mortar and precast colors shall be coordinated with the central station. Mason to prepare alternates for architects review in the next 2 weeks.

8/10/2010: Central Station brick & mortar samples reviewed on site. Mason shall provide additional 'Moran' water struck brick types for comparison. Mason shall point a sample section with the same mortar mix as used on Highland

Station. Contractor was informed that the chair of the building committee should review the brick samples before approval. Architect shall inspect each lintel after it is exposed. Architect approved masonry foreman for cutting of horizontal joints only. A 3/16" thin grinder blade shall be used for all horizontal joints.

8/17/2010: See revised notes from previous week in bold above. No samples or mortar were ready for review at Central Station. Architect approved one mason for cutting of horizontal joints only. Vertical brick joints will need to be chipped; a grinder is not approved. Additionally a 3/16" thin grinder blade shall be used for all horizontal joints (blade was not being used yet). D&S reiterated that after washing they would like the mason to review the surface for any areas where the mortar joints may not require cutting.

8/24/2010: D&S reviewed brick samples at the central station on 8/20 which were not the ones originally requested. D&S issued follow up direction to the contractor requesting the correct samples and a new section of mortar that was greyer in tone. After the project meeting the architect reviewed the new samples. A blend of 90%: 2-1/8 Light Flashed and 10%: 2-1/8 College Blend was requested. Contractor to advise if there is any cost increase. Mason to install new mortar sample 8/25 and D&S will review new mortar sample on 8/27. D&S noted they are available to review washed areas of masonry (with 24 hours notice) to agree on scope of pointing. Contractor must provide a sketch or written description of the areas of existing mortar that in their opinion can remain.

8/31/2010: GC to provide to D&S marked up elevations of both buildings where the contractor believes existing mortar is sound and pointing is not required. D&S reviewed and approved the mortar sample at the Central Station. Contractor shall provide a 4'x4' mockup panel.

9/7/2010: Contractor said sample at Highland Fire Station will be ready for viewing

9/10/2010.

Sewer Backups: Contractor/Fire Chief

7/6/2010: Fire Chief noted that in the past the existing sewer line backed up into the apparatus room drains; DPW department thought that the line was compromised but could not verify where. Contractor to review the contract drawings and determine the amount of the existing line that will be exposed during site work construction (existing line will be replaced beginning 10 feet away from building).

7/13/2010: It was confirmed that the sewer line is to remain except the last 10 feet as it meets the building. Contractor will confirm the extent of their planned site excavation and where this may expose more of the pipe.

7/20/2010: Contractor to provide pricing for replacement of sewer pipe from street to 10' from building. DPW may be able to take video of the sewer line once uncovered.

7/27/2010: No change.

8/3/2010: DPW will video the line after site work commences.

8/17/2010: GC noted that they will begin work on the line at the interior next week.

8/24/2010: Contractor provided a preliminary proposal for \$27,066 to provide a new sewer line from the building to the sewer main. The contractor noted that the line in the street is owned by MWRA and it was unclear if there would be a charge for replacing the existing connection. Fire Chief will contact town departments to determine relationship with MWRA, appropriate contact person, and if there would be a charge for what amounts to a repair of an existing connection.

8/31/2010: Contractor to provide breakdown of the proposal for replacement of the existing sewer connection. Fire Chief reported that Town water department will provide contact at MWRA and that it was not known what, if any, charges there might be to replace the existing connection. Chief will review further with Water Department and Engineering Department.

9/7/2010: No progress until contractor opens pipe for inspection by DPW.

Flow Test Architect

8/10/2010: Contractor to follow up regarding scheduling of flow test.

8/17/2010: Test complete. Results to be sent to team.

8/24/2010: No change.

8/31/2010: D&S reported that the engineer had reviewed the flow test data and water pressure is excellent for fire protection. Engineer reported that high water pressure in domestic line may require a pressure reducing valve. Typically this item is not needed in low density residential areas. However the Water Department gave preliminary indication that the line has an existing pressure reduction valve at the station. Engineers will confirm the pressure with the Water Department and D&S will provide appropriate direction to the contractor.

9/7/2010: No Progress

Snow Guards

8/24/2010: Owner requested the architect prepare materials for the contractor to price which call for snow guards to be installed at the front slope of the slate roof. The snow guards will be the pad style.

8/31/2010: RFP submitted to GC.

Construction Schedule Look Ahead:

8/31/2010:

Highland Station: Apparatus slab foundation being demolished. Masonry cutting ongoing. Roofing at cupola to begin. Excavation at doors and new foundations this week; soils under slab tested. Soil removal ongoing. Site stripping to start soon and utilities to follow in 2-3 weeks. Under slab utilities to begin in 2 weeks. Central Station: Asbestos abatement (sealant) at four windows complete, 4 windows removed. Wash down and staging to begin soon. Shop drawings on windows to begin.

9/7/2010:

Highland Station. Excess soils removed by 9/9/2010. Sub grade prepped for plumbing by 9/10/2010. by 9/13/2010, working on foundation for stair 'C'. Central Station. Wash down Masonry by 9/10/2010.

New Business:

Description Responsibility Closed

Outstanding Change Orders Contractor

8/31/2010: Contractor to provide outstanding change order materials to D&S and the clerk/OPM by the end of the week so it can be reviewed prior to owners building committee meeting on 9/7.

Grade Beam at Apparatus Doors Contractor

B. Donham gave verbal approval in field for change to grade beam. Contractor to send RFI for formal confirmation.

Honed Granite Architect

Contractor requested early return of granite submittal.

9/7/2010: D&S Received.

These meeting notes contain information as understood by the writer. If there are any corrections, please contact the writer. Unless notified to the contrary, these notes are assumed to be accurate and will be entered into the project record.

Respectfully submitted,
Brett Donham

Notes from Ammondson Architects:

Weapons Storage Shelving: Captain Flynn discussed that the APD is seeking pricing for weapons storage shelving in the Armory to replace old water damaged wood shelving that has been removed by Chapman. If possible, the APD would like this to be funded by the project contingency.

Garage Painting. We discussed that without testing of the existing garage slab, SGH does not recommend painting the epoxy floor in the garage as requested by APD. Ammondson is getting pricing from Chapman for painting the garage walls and ceiling structure.

Phase 2. J. Cole noted that the CPC requires preliminary information to be submitted by 9/10/10. APD will submit a request without a budget attached, for emergency funding for exterior envelope repairs. J. Cole would like to advance some fiscal money from a later date to FY 2012. It will be noted that the study is underway and the town is awaiting the report for necessary repairs to make the building watertight. The subcommittees meet Tuesday, 10/5 to review the funding requests.

Minutes from Turowski2 Architects:

Stratton Elementary School Improvements - Phase 1

1. T2 reported on general project status as follows:

Substantial Completion: Affidavits and punch list executed for Toilet Rooms, Data, HVAC, Sitework and Exterior Caulking.

Roof: The roof is not substantially complete. Roof edge, roof flashing and additional work to the lower administration wing flashing remain. A roofing strike, 4 day rain storm and subsequent leaking, as well as the prediction of a major hurricane created schedule problems. Also, unforeseen conditions along the low roof flashing at the side wall of the classroom wing were discovered during removal of existing roof edge. A completion schedule has been requested from the Contractor. We recommend a time extension with permitted after hours and weekend work if on-going construction work proves too disruptive to school activities.

A detail for repairing the roof at the sidewall where existing conditions were discovered to be wood, not masonry was discussed. PTBS wanted a detail that addressed compatibility of EPDM materials and Asphaltic materials. They asked whether the manufacturer would warrantee the detail.

Transformer Re-location: As no shutdowns occurred during summer construction, date of Substantial Completion remains December 31, 2010. Weekends, Columbus Day Holiday, November 2, and Thanksgiving break are opportunities for shutdowns before Christmas break.

National Grid Rebates for insulation: Application is in process. A determination is expected soon.

2. T2 Summarized the PCO's and CCD's approved or outstanding below. T2 Said they hoped to incorporate all into one change order so it could be incorporated into the Phase 1 final payment.

CCD#	PCO#	NAME	Estimated./Proposed	Terms	Approved
001	PCO 1	New Wiremold & boxes for data	NTE \$ 3000.00	Unit Price	OPEN
	PCO 2	Roof drain piping size change (1964)	\$ 364.00	LS	\$364.00
	PCO 3	Roof drain expansion joint (1964)	\$ 1350.00	LS	\$1350.00
002		Gym window sealant - Withdrawn			
003	PCO 4	Drain stone at gym sidewalk	\$ 2034.00	T&M	\$2034.00
004		Roof at gym and admin flashing	\$ 4000.00	T&M	OPEN
005	PCO 5	Hot water circulating pump	\$1610.00	LS	\$1610.00
Total Changes to Contract to Date: 2.5%			\$12,358.00		\$5,358.00

Total Original Contract Amount: \$499,900.00

Total with Changes: \$512,258.00

The Arlington School's CFO confirmed funding was available for these changes.

Stratton Elementary School Improvements - Phase 2:

4. T2 presented the design budget for Phase 2 as well as expenditures to date or anticipated for Phase 1. The budget is attached. The School CFO confirmed that the source of funding for Phase1 construction administration and Phase 2 construction contract is a 695,000.00 bond.

Based on that information, with the knowledge that Phase 1 construction is not complete, the committee discussed how to proceed with Phase 2 design. They agreed there were enough funds available to proceed through 60% construction documents, which would leave more than 30,000 dollars in construction contingency funds. They stipulated that a 30% cost estimate would be needed for town meeting. A Special Town meeting occurring in late October or early November could authorize funding to complete 100% Construction documents in time for submission in January to the Building Inspector for permitting under the 7th edition of the code. The committee asked for a memo outlining the required funding and payment schedule for design and bidding plus how the project could be structured over the next years with regard to town meeting approvals and bond issues.

5. Diane Johnson stated that the School Department was considering applying for a Green Schools grant in relation to the Stratton Project.

Action Items

6. Phase 1

August Application for Payment # 3 in the amount of \$328,842.00 was approved Change Order 01 Time Extension for Phase 1 by 30 days to September 30 substantial completion was approved.

7. Phase 2

Notice to proceed through 60% design documents on Stratton Phase 2 was approved.

Adjourned at 10:00 p.m.

Respectfully submitted,
Bill Shea