



KEENAN + KENNY ARCHITECTS, LTD.

MEMO OF BUILDING COMMITTEE MEETING NO. 37

BID AND CONSTRUCTION PHASE

PROJECT: Oak Bluffs New Town Hall
DATE: Wednesday, July 11, 2018
LOCATION: Oak Bluffs Town Hall
56 School St.
Oak Bluffs, MA 02557

ATTENDING:

Steve Auerbach, THBC
Jason Balboni, THBC
Jim Dearing, THBC
Alice Butler, THBC
Colleen Morris, THBC
Marilyn Miller, THBC
Philip Cordella, O.B.

Walter Vail, THBC
Karen Finley, THBC
Richard Toole, THBC
Joe Sullivan, DPI
John Lolley, PE
Casey Decker, PE
John J. Keenan, K+K Architects
Antonia Kenny, K+K Architects

The following is a record of the above referenced meeting:

OLD BUSINESS

- 26.04 Notifications Board at Entrance: Bill McGrath is researching. Travis notes display board needs to be registered with State.
- 27.06 Library shed - John Lebica to talk to Allyson Malik at library regarding moving shed for duration of construction. Need approved location to move to.
- 30.04 E One pump at Library. Done - **need As-Builts for connections/location and written acceptance from J. Montieth**, OB Sewer Dept. **Joe S. will talk to Farissey for as-builts.**
- 33.02 Temporary Facilities: The Town offices will not move to the temp. facilities until they have a hard number on cost reduction. It was decided that it would be unwise to move without one and Selectman approve.
- 35.01 K+K provided a list of deductions that was reviewed by DPI and RLB, the two cost estimating firms, and reconciled to provide savings from \$1,702,900 (DPI) to \$1,970,000 (RLB). Attached to this Meeting Memo is a "Description of Revisions and Deletions" that was the basis for the cost savings. Also attached is a Comparison of the items as estimated by DPI and RLB.
- 35.02 The Committee requested that infrastructure be installed for future:
- Security at doors
 - Conduits for electrical needs to future shed dormer and PV array.
 - Roof structure for ease of raising shed dormer.
- Done. Incorporated in drawings.**
- 35.03 Committee members noted that some items were deducted **from General Contract** to save Contractor OH&P, but would still need to be added back, including **(all by Owner)**:
- **Demolition**
 - **Bike Racks**
 - HazMat removal
 - AV equipment
 - Security equipment
 - Landscaping

- Joe S. will review and revise Project Budget to address add-backs and contingency amounts. Rough estimate for HazMat and Demo was \$150,000 and Landscaping was \$40,000.
- 35.04 Building and site elements not yet affected by the revisions are the Building exterior (excepting exterior aluminum doors and deletion of shed dormer), Meeting Room, and acoustic values. If necessary, further changes could be made to the Meeting Room and exterior insulation system.
- 36.03 K+K reviewed plan changes for cost savings: **Done. Incorporated in drawings.**
- deletion of the Lower Basement
 - deletion of the Second Floor shed dormer
 - porcelain tile and wood flooring replaced by LVT.
 - no wood base except at halls and Meeting Room
 - no wood acoustic tile except at Meeting Room
 - no ceramic wall tile at Toilet Rooms
 - delete all office sidelights, leave sidelights and full glass doors at Meeting Rooms only
 - millwork - delete cabinets and shelving, provide only counters with ADA compliant sinks (where indicated)
 - Proposal to change to Windsor One (30 yr. warranty) vs. P5 wood exterior trim - the Committee overturned this change back to P5 or equal (they did not have confidence in the finger jointed material).
 - metal door frames in lieu of wood with wood trim. The Committee deleted the wood trim, specify hollow metal frames only.
- 36.04 With all office door sidelights removed, the Committee requested $\frac{3}{4}$ glass doors at the Offices. Doors next to full sidelights at Meeting Rooms will remain full glass. Note: All glazing in doors must be safety glazing. **Done. Incorporated in drawings.**
- 36.05 The Committee requested all Add Alternate for PVC trim with plugged holes, no paint in lieu of P5 (wood). The PVC trim will be Add Alternate No. 1, the exterior steps between Town Hall and the Library will be Add Alternate No. 2. **Done. Incorporated in drawings.**
- 36.07 Latest Schedule is attached: June 27, 2018 (revised). Notes:
- HazMat to start 9/7: must file w/DEP 2 weeks ahead, pay contractor to file ahead and begin work 9/7 (1-2 weeks to abate 9/7-9/21), Daedalus to obtain bids.
 - Vault: removal needs to start 9/7-9/15
 - Demo: bid requests - needs to have schedule included. Send out 7/18, back on Aug. 15. Daedalus to obtain bids.
 - OBTH Move: 9/11-9/13.
 - Travis to transfer phones: 9/7 to 9/10
 - K+K to send Ads to Alice in July for bid publication in local papers. Sent 6/28/18. **K+K re-sent Invitation to Bid to Sheetal, cc'd Alice B., Joe S., Bob W., Bill M, on 7/11/18 to prepare Ads for local paper publication.**
 - DPI to send Ads to Central Register for publication on July 11. Bid estimate will be \$7,750,000.

NEW BUSINESS

- 37.01 John Keenan reviewed drawing set to show that all requests and proposed deducts were incorporated in the drawings. Additional revisions include: Main Stair construction revised to wood frame with closed wood risers.
- 37.02 Committee reviewed plan changes to provide Treasurer/Tax Collector access to their files by relocating Conference Room on First Floor. Noted Planning Board Room was relocated from Second Floor to First Floor due to deletion of shed dormer. Planning Board may have desk presence in Permitting Dept.

- 37.03 Committee request to add a speaker for area to receive Main Meeting Room overflow. Note: Bob W. to assist in designating area for overflow. Provide by addendum or during construction.
- 37.04 Committee requested add simulated stone veneer to retaining wall at rear mech. pad retaining wall - presently wall is exposed concrete without veneer. Provide by Addendum or during construction.
- 37.05 4' screen fence at mech. units matches low point of retaining wall.
- 37.06 Next meeting will be on Thursday, August 9 at 9:00 a.m. The Contractor non-mandatory Site Visit is scheduled for 10:00 a.m. the same day.

Submitted by:

Antonia A. Kenny, R.A.

KEENAN + KENNY ARCHITECTS, LTD.

cc: Bob Whritenour
Bill McGrath (for distribution)

Wayne Mattson
Tom Lee

Joe Sullivan
John Lebica

John Lolley