Town of Newbury
Building Project Construction Committee
Police Station/Town Hall Project

MINUTES

DATE: November 22, 2019

Building Committee Members Present:
Bob Connors Chair
Eric Svahn Vice-Chair
John Kellar Secretary
Michael Reilly Police Chief, Town of Newbury
John Lucey Deputy Police Chief, Town of Newbury

Building Committee Members Not Present:
Martha Taylor Town Planner, Town of Newbury

Others Present:
Geoff Walker Selectman, Town of Newbury
Zel Toncic Project Manager, Context Architecture (CTX)
Steve Theran Owner’s Project Manager Vertex (VTX)
Mike Cresta President/CEO, BC Construction (BCC)
Jeff Vicente Project Manager, BC Construction (BCC)
Masoud Razin Assistant Project Manager, BC Construction (BCC)

Others Not Present
Jeff Shaw Principal, Context Architecture (CTX)
Jon Lemieux Owner’s Project Manager Vertex (VTX)

The meeting was opened at 7:02 a.m.

1. Meeting Minutes from October 18, 2019, To be revised for next meeting

Reviewed items from Context

NEWBURY POLICE STATION
MEETING NOTES – Building Project Construction Committee – 11.22.2019
PRE-CONSTRUCTION KICK OFF MEETING

Present:
Bob Connors Chair, Building Construction Committee (BPCC)
Bob reviewed the Building Committee handout documents for this week's meeting.

Meeting minutes from the previous meeting on Oct. 18 were accepted as submitted. (Context and Vertex were not in attendance at that meeting) Latest Context Invoice was approved.

Bob proceeded with introductions of project team members and roles and opening comments.

The focus of the meeting was to review the general procedures and/or documents that will be necessary and are specified, for the day to day progress and successful completion of the project. The items discussed followed (more or less) the meeting agenda prepared by Context and included herein for record. The following are major points of discussion regarding those items:

- The meeting distributions list will include all BCC members, CTX and VTX and BCC.
- BCCON will provide a project directory and emergency contact list when all subs are on board.
- Mike has delivered the Signed Contracts and they will be processed by the Town Administrator for next week. Insurance certificates will be required prior to mobilization. Town will issue tax exempt forms to BCC. Mike noted that the Notice to Proceed should not be dated prior to the Building Permit being issued, allowing BCC max allowable contract time (365 days) to Substantial Completion. BCC to provide Sub-Contractor agreements in the next week or two.
- Job progress meetings will be weekly, currently set for Friday Mornings at 8:00 AM. They will be held at the existing Police Station until trailers are set up. Once per month the BCC will take part in the progress meeting and individual members may attend weekly meetings as well.
- BCC has a consultant preparing the Primavera proposed critical path project schedule and will be submitting it when completed. The Submittals will be tied to the schedule, but a separate submittal log will also be provided. The Schedule of Values will be submitted to be used in conjunction with the Applications for Payment.
- Hot Work permits to be issued by Fire Dept. prior to any welding work done on site.
- A Site Lay Out and Safety plan to be developed and provided for review and approval prior to mobilization. OSHA 10 Cards will be required for all on site personnel.
- Context to provide graphic image for Project Sign, to be located in an agreed upon location after mobilization.
- Steve (VTX) will draft a protocol for the construction site access by members of the team and others, and present to BPCC for review and approval.
- CTX to put together the Conformed Set of Construction Documents for Submission to Building Department for permitting.
• BCC will be using Procore for their submittals and/or RFIs. All BCC members along with Context Team members and Vertex to be copied. Formal submittal approval limited and will be determined.

• With respect to re-submittals (such as shop drawings) it is expected that the revised elements will be clearly noted (clouded) to facilitate expeditious review. Zel mentioned the requirement to have coordination drawings submitted in BIM (3D)

• Coordination of FF&E with the data and security to be reviewed by Police Chief and Deputy Chief. CTX to provide Overlay drawing of Furnishings on the Tel/comm and Security drawings.

• The Antenna Tower, currently N.I.C. will be issued to BCC as a PR. Design criteria and specifications to be provided.

• The Pay Req. process was reviewed. Pencil Req at least a week before the end of the month along with updated project schedule. Review by CTX, VTX and BPCC prior to approval and Final Signed Pay Application, submitted prior to second Tues. of the month for payment.

• Weekly payroll records will be on Procore. How will the Certification of Payroll records be done? Town Administrator to review and advise. Mike noted that they are not meant for public review due to security issues.

• Contract is based on current Prevailing Wage Rates issued and included in the Specifications. There was a difference of opinion about what happens when the next round of wage rates is issued by the State. Mike indicated that filed subs may be entitled to rate hikes while Steve thought otherwise. Basically, the contract amount would not change, but the subs or GC depending, would be responsible for the differential.

• Following Substantial Completion, Mike noted that they have a separate crew to do the punch list items left to get to Final Completion.

• Elevator: The Elevator category is carried in the General Contract as an allowance. CTX will issue further instructions for procurement by ASI. Mike suggested a review of the current requirements for an oil/water separator as the code has recently changed.

• Commissioning: VTX is gathering quotes from prospective Commissioning Agents and will assemble and present to Building Committee.

• A Groundbreaking ceremony is not planned; a steel topping off/beam signing will be coordinated.

Following the adjournment of the pre-construction meeting, Bob proceeded to review the Building Project Construction Committee’s proposed Change Order Protocol for review and approval of the change orders (Contractor’s Proposed Change Order (PCOs) and Construction Change Directives (CCDs). The draft protocol was approved with minor revision.

• These notes represent my version of the meeting and any discrepancies or errors should be

The meeting was adjourned without any public discussion.

The next meeting of the Building Construction Committee is on 12/06/19 at the current Police Station.

John to forward Warrant Schedule to BCC

NEXT MEETING:

Building Committee, December 06, 2019 @ 7:00 AM @ Newbury Police Station

Project Meeting, December 06, 2019 @ 8:00 AM @ Newbury Police Station
Meeting Adjourned, 8:30 +/- AM

Respectfully submitted,

[Signature]

John W. Kellar, III
Building Project Construction Committee Secretary/Clerk