

TOWN OF EAST HAMPTON

20 East High Street
East Hampton, CT 06424



HIGH SCHOOL BUILDING COMMITTEE

Sharon E. Smith, Chairperson
Michele Barber, Vice-Chairperson
Cynthia Abraham, Member
Roy Gauthier, Member
Stephen Karney, Member
Michael Zimmerman, Member
Tom Seydewitz, Member
David Ninesling, Alternate
Thomas Cooke, Alternate

HIGH SCHOOL—ADDITIONS & RENOVATIONS

S.P.N.042-0041 RNV

BUILDING COMMITTEE SPECIAL MEETING

East Hampton High School
15 North Maple Street
East Hampton, CT 06424

AGENDA

Thursday, May 16, 2019, 5:30 p.m.

-
1. Call to Order
 2. Public Remarks
 3. Review and Approve Minutes
 - a) March 21, 2019
 4. Project Manager's Report (Colliers International)
 - a) Closeout update
 5. Reports and Discussion
 - a) Construction Update (Downes)
 - b) Architect Update (SLAM)
 6. Action Items
 - a) Approval of Invoices (See Attached)
 - b) Approval of COP 234C – Subcontractor Bond Increase – BP #31.1
 - c) Approval of COP 574 – Credit Remaining Allowances Back to Owner
 - d) Approval of COP 575 – Existing Masonry Repairs at Upper Masonry Walls
 - e) Approval of COP 576 – Credit Balance of CM Contingency Back to Owner
 - f) Approval of COP 577 – Credit Building Permit Fee Back to Owner
 7. Sub-Committee Reports
 8. Chairperson Quarterly Report
 9. Public Remarks
 10. Next Meeting – As needed
 11. Adjournment

HIGH SCHOOL- ADDITIONS AND RENOVATIONS
S.P.N.042-0041 RNV
BUILDING COMMITTEE
East Hampton High School
Meeting at East Hampton High School - TBell
Thursday, March 21, 2019
Draft Minutes

Committee Members Present: Sharon Smith, Chairperson, Michele Barber, Vice Chairperson, Roy Gauthier, and Tom Seydewitz, and Michael Zimmerman

Committee Members Not Present: Cynthia Abraham, and Alternate Members David Ninesling and Thomas Cooke

Also Present: Robert Hart, Colliers International (CI)

Call to Order: Chairperson Smith called the meeting to order at 5:30 p.m.

Public Remarks: None.

Review and Approve Minutes:

Mr. Zimmerman made a motion and Vice Chairperson Barber seconded to approve the meeting minutes for the September 20, 2018 meeting. Discussion: On page 2, second paragraph, first sentence change “discretion” to “discrepancy”. *Vote 5-0*

Vice Chairperson Barber made a motion and Mr. Seydewitz seconded to approve the meeting minutes for the January 17, 2019 meeting. *Vote 5-0*

Project Manager’s Report (Colliers International):

Project/Financial Update: Colliers reported that Colliers recently performed a reconciliation of the town’s general ledger against the project financial logs. There were several large bonding invoices that were charged to the project that Colliers was not tracking. Mr. Hart noted that the updated project budget bottom line is \$322k.

In regards to the copper water testing, the building committee requested Mr. Hart to get the sampling results from the school so that the building committee could understand if the treatment system installed in December is working. Chairperson Smith also requested to have the Water Boy LLC invoices on record. The invoices for the installation of the system should be approved by the building committee.

Reports and Discussion:

CM Update (DCC): DCC was not present during the meeting. The exterior wall masonry work was not completed by the meeting and Downes was working to schedule this work with the mason, however the rainy weather is continuing to delay scheduling the work. Mr. Seydewitz asked how the issues with the existing brick not part of the original contracted project. Chairperson Smith remarked that at the beginning of the project the project was over budget, and several existing condition items were not included in the scope in order to start the project within budget. It is possible that the existing masonry was one of those issues. Mr. Seydewitz also asked what the best way to ensure the gym floor work is performed and the insurance company appropriately pays the contractor for the work after the work is performed. Mr. Hart stated he would have to look into this to understand what options were available.

Architect's Update (SLAM): SLAM was not present during the meeting. Mr. Gauthier noted that the meeting to review the stage backdrop rigging was not held, and is expected to be rescheduled for the week of April 1st. The stage floor work is scheduled for June, after school is out for summer recess. Mr. Seydewitz noted that if the stage floor will not be complete until the summer, should the building committee pay for this work prior to the work being completed. In the past, the project does not provide payment until the work is complete. Mr. Hart noted that this item was special because while the change order is through Downes, SLAM is managing the work. In order to close out the project and for Downes to issue their final pay requisition, this change order will need to be paid prior to the final pay requisition. Chairperson Smith noted to continue this discussion during the invoice approval agenda item.

Action Items:

- **Approval of Invoices:** *A motion was made by Vice Chairperson Barber to approve Downes invoice number 48, dated January 31, 2019, in the amount of \$17,245.31. Second by Mr. Seydewitz.*
Discussion: Mr. Seydewitz noted that he does not agree with paying the invoice at this time. Mr. Hart identified that if the goal is to close out the project before the summer, this invoice should be paid so that Downes can be closed out. SLAM is managing this work and given the project's history with the parties involved, Mr. Hart expects that this work will be completed by SLAM and recommends approval of Downes's invoice at this time.
Motion passed 4-1.
- *A motion was made by Mr. Seydewitz to approve Colleirs invoice number 21, dated January 31, 2019 in the amount of \$534.44. Second by Mr. Zimmerman. Motion passed 5-0.*

Subcommittee Reports: Chairperson Smith acknowledged the success of the Washington D.C. photo array and would like to thank the subcommittee on their hard work to develop it.

Chairperson Quarterly Report: Quarterly Report number 20 for the period from July 2018, to December, 2018 was reviewed and approved with comment.

Public Remarks: None

Next Meeting – May 16, 2019.

Adjournment:

At 6:30 p.m. a motion was made by Vice Chairperson Barber to adjourn; seconded by Mr. Zimmerman. Motion passed 5-0.

Respectfully submitted,

Robert Hart
Owner's Project Manager

EAST HAMPTON

High School Renovations

Financial Status Report - 5/16/19

\$(000)

			A	B	C	D1	D2	D	E	F	G
			Budget			Contracted Project Costs			Planned, but not Contracted	Anticipated Total Costs	Remaining Balance
			Project Budget 2/24/15	Approved Transfers	Approved Budget with Transfers	Paid	Unpaid	Total Contract			
I.	Building Construction										
A.	New Building & Renovation		\$ 43,666.9	\$ (190.5)	\$ 43,476.4	\$ 43,506.8	\$ (30.6)	\$ 43,476.2	\$ 29.7	\$ 43,505.9	\$ (29.5)
B.	Other Construction		-	29.7	29.7	51.3	-	51.3	29.7	81.0	(51.3)
Total Building Construction			43,666.9	(160.8)	43,506.1	43,558.1	(30.6)	43,527.5	59.4	43,586.9	(80.8)
II.	Related Construction										
A.	Sitework		-	-	-	-	-	-	-	-	-
B.	Site Utility Systems		-	-	-	-	-	-	-	-	-
C.	Hazardous Materials		-	-	-	-	-	-	-	-	-
Total Related Construction			-	-	-	-	-	-	-	-	-
Total Construction			\$ 43,666.9	\$ (160.8)	\$ 43,506.1	\$ 43,558.1	\$ (30.6)	\$ 43,527.5	\$ 59.4	\$ 43,586.9	\$ (80.8)
III.	Furniture, Fixtures & Equipment (FF&E)										
A.	Loose Furnishings		1,828.0	(748.0)	1,080.0	1,070.0	18.2	1,088.2	-	1,088.2	(8.2)
B.	Program Related Equipment		-	-	-	-	-	-	-	-	-
C.	Computer/Data/Wiring		-	717.3	717.3	716.7	2.4	719.1	-	719.1	(1.8)
D.	Telecommunications		-	30.7	30.7	36.7	-	36.7	-	36.7	(6.0)
E.	Audio/Visual Equipment		-	-	-	-	-	-	-	-	-
F.	Signage		-	-	-	-	-	-	-	-	-
Total FF & E			1,828.0	(0.0)	1,828.0	1,823.4	20.6	1,844.0	-	1,844.0	(16.0)
IV.	Fees and Expenses										
A.	Fees										
1	Existing Conditions & Space Program		n/a	-	-	-	-	-	-	-	-
2	Architect		2,883.8	80.6	2,964.4	2,905.2	88.5	2,993.7	-	2,993.7	(29.3)
a	Code		-	19.2	19.2	19.2	-	19.2	-	19.2	-
b	MEP Eng.	w/ architect									
c	Civil Eng.	w/ architect									
d	Landscape Arch.	n/a									
e	Interior/Furniture Designer	w/ architect									
f	Structural Eng.	w/ architect									
g	Lighting	w/ architect									
h	Acoustical	w/ architect									
i	Signage	w/ architect									
j	Referendum Services	w/ architect									
3	Special Consultants										
a	Haz. Mat. Consultant		166.0	-	166.0	252.9	-	252.9	-	252.9	(86.9)
b	Audio/Visual		-	-	-	-	-	-	-	-	-
c	Computer/Info. Systems		-	-	-	-	-	-	-	-	-

EAST HAMPTON

High School Renovations

Financial Status Report - 5/16/19

\$(000)

		A	B	C	D1	D2	D	E	F	G
		Budget			Contracted Project Costs			Planned, but not Contracted	Anticipated Total Costs	Remaining Balance
		Project Budget 2/24/15	Approved Transfers	Approved Budget with Transfers	Paid	Unpaid	Total Contract			
d	Geo-Tech	-	-	-	4.5	-	4.5	-	4.5	(4.5)
e	Traffic	-	-	-	-	-	-	-	-	-
f	Other Professional Fees	25.0	19.1	44.1	44.1	-	44.1	-	44.1	-
g	Peer Reviews	4.5	-	4.5	4.5	-	4.5	-	4.5	-
4	Project Management - CREC portion	1,495.0	(40.0)	1,455.0	511.8	16.0	527.8	-	527.8	565.2
					362.0	-	362.0	-	362.0	
5	Building Commissioning	86.4	3.6	90.0	90.0	-	90.0	-	90.0	-
6	Owner's Cost Estimator	-	-	-	-	-	-	-	-	-
7	Owner's Legal Fees	15.0	-	15.0	59.3	-	59.3	-	59.3	(44.3)
8	PreConstruction Fees	68.5	-	68.5	68.5	-	68.5	-	68.5	-
9	PreReferendum Fees	16.2	(16.2)	-	-	-	-	-	-	-
10	Site Survey w/ architect									
	Sub-total Fees	4,760.4	66.3	4,826.7	4,322.0	104.5	4,426.5	-	4,426.5	400.2
B.	Expenses									
1	Owner's Insurance	125.0	-	125.0	98.8	-	98.8	-	98.8	26.2
2	Permits	30.0	-	30.0	1.5	-	1.5	-	1.5	28.5
3	Printing	25.0	-	25.0	-	-	-	-	-	25.0
4	Construction Utilities Use w/ construction		-	-	-	-	-	-	-	-
5	Site Borings	-	-	-						
6	Materials Testing	50.0	-	50.0	200.8	-	200.8	-	200.8	(150.8)
7	Special Inspections	25.0	-	25.0	-	-	-	-	-	25.0
8	Consultant Reimbursables	-	40.0	40.0	19.1	7.9	27.0	-	27.0	13.0
9	Moving/Relocation	125.0	100.0	225.0	178.2	-	178.2	-	178.2	46.8
10	Physical Plant Expenses	-	5.0	5.0	1.3	-	1.3	-	1.3	3.7
11	Misc. Expenses	-	-	-	5.1	-	5.1	10.8	15.9	(15.9)
12	Debt Issuance	480.0	-	480.0	590.6	-	590.6	-	590.6	(110.6)
13	Advertising	10.0	-	10.0	0.1	-	0.1	-	0.1	9.9
	Sub-total Expenses	870.0	145.0	1,015.0	1,095.5	7.9	1,103.4	10.8	1,114.2	(99.2)
	Total Fees and Expenses	5,630.4	211.3	5,841.7	5,417.5	112.4	5,529.9	10.8	5,540.7	301.0
V.	Contingency									
A.	Construction & Owner's Project									
1	Construction	n/a	-	-	-	-	-	-	-	-
2	Owner's Project	569.7	(50.5)	519.3	-	-	-	-	-	519.3
B.	Additional Need	-	-	-	-	-	-	-	-	-
	Total Contingency	569.7	(50.5)	519.3	-	-	-	-	-	519.3
VI.	Inflation	-		-	-	-	-	-	-	-
	Total Project	\$ 51,695.0	\$ 0.0	\$ 51,695.1	\$ 50,799.0	\$ 102.4	\$ 50,901.4	\$ 70.2	\$ 50,971.6	\$ 723.5



HIGH SCHOOL BUILDING COMMITTEE

Sharon E. Smith, Chairperson
 Michele Barber, Vice-Chairperson
 Cynthia Abraham, Member
 Roy Gauthier, Member
 Stephen Karney, Member
 Michael Zimmerman, Member
 Tom Seydewitz, Member
 David Ninesling, Alternate
 Thomas Cooke, Alternate

High School - Additions & Renovations

State Project No.: 042-0041 RNV

Invoice Approval Cover Sheet

Building Committee Date: 5/16/2019

INVOICES				
Town Code	Company	Invoice No.	Date	Amount
5720	Downes	49	4/30/2019	\$ 48,011.55
5342	SBS/Colliers	49R	4/30/2019	\$ 149,822.81

Approvals:

East Hampton Building Committee

(One of two chairs required to sign)	
	Sharon E. Smith, Chairperson Date
	Michele Barber, Vice-Chairperson Date
Finance Subcommittee (One of three members required to sign)	
	Roy Gauthier, Member Date
	Stephen Karney, Member Date
	Tom Seydewitz, Member Date

Colliers International, Owners Project Manager



Robert Hart, Asst. Project Manager

Date



HIGH SCHOOL BUILDING COMMITTEE

Sharon E. Smith, Chairperson
 Michele Barber, Vice-Chairperson
 Cynthia Abraham, Member
 Roy Gauthier, Member
 Stephen Karney, Member
 Michael Zimmerman, Member
 Tom Seydewitz, Member
 David Ninesling, Alternate
 Thomas Cooke, Alternate

East Hampton High School Renovation Project

State Project No.: 042-0041 EA/RR
 Change Order Approval Cover Sheet

Building Committee Date: 5-16-2019

CHANGE ORDERS		
COP #	Description	Amount
234C	Reconcile Bond Costs for Colossale Concrete BP#31.1	\$ 2,606.97
574	Credit Remaining Allowances Back to Owner	\$ (146,876.49)
575	Existing Masonry Repairs at Upper Masonry Walls (CM Contingency - \$4,557.44)	\$ -
576	Credit Balance of CM Contingency Back to Owner	\$ (227,037.92)
577	Credit Building Permit Fee Back to Owner	\$ (11,210.00)
579	Credit Unspent Fee Back to Owner	\$ (18,935.58)
TOTAL OF CHANGE ORDERS		\$ (401,453.02)

Approvals:

East Hampton Building Committee

(One of two chairs required to sign)	Sharon E. Smith, Chairperson	Date
	Michele Barber, Vice-Chairperson	Date
Finance Subcommittee (One of three members required to sign)	Roy Gauthier, Member	Date
	Stephen Karney, Member	Date
	Tom Seydewitz, Alternate	Date

Colliers International, Owners Project Manager

Charles E. Warrington, Jr., P.E., Project Manager

Date

