

**HIGH SCHOOL- ALTERATION AND EXTENSIONS**  
**S.P.N. 042-0041 EA/RR**  
**BUILDING COMMITTEE**  
High School (Library)  
15 North Maple Street, East Hampton, CT 06424  
**Thursday, April 23, 2015, 5:30 pm**

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**Committee Members Present:** Sharon Smith, Chairperson; Michele Barber, Vice-Chairperson; Cynthia Abraham, Stephen Karney, Tom Seydewitz, (Voting); Roy Gauthier, Thomas Cooke, David Ninesling (6:32 pm), Denise Russo, Recording Secretary.

**Committee Members Not Present:** Michael Zimmerman

**Also Present:** Charles Warrington, Colliers (Colliers International, formerly Strategic Building Solutions); Ken Guyette, Colliers; Michael Maniscalco, Town Manager; Ted Turner, BOF (Board Of Finance); Amy Samuelson, SLAM; Steve Smith, Downes; Diane Dugas, Superintendent of Schools; John Fidler, HS Principal;

**Call to Order:** Chairperson Sharon Smith called the meeting to order at 5:31 pm.

**Public Remarks:** Mr. Cliff Libby, neighbor of the High School, raised some safety concerns with the construction site. Downes has been repairing the fence that Mr. Libby questioned. SBS stated that they walked the site and noted the fence safety concerns. Also, Mr. Libby wanted to bring to the BC attention that a roof decking panel blew off while being installed. Mr. Libby also asked if the BC planned on notifying the public that the grounds would not be accessible during the summer months. He also wanted to know what was being done with the pile of dirt near the side of his home (northerly stockpile). Downes stated that they have seeded it. Mr. Libby also wanted an update regarding the sidewalk alternate. BC informed him that this is still on the list of add alternates and a decision has yet to be made.

Town Manager, Michael Maniscalco, wanted the BC to be aware that they, being managers of an active construction site, should be well aware of any events taking place on the school grounds during the construction. He visited the high school while the track event (April 11, 2015) event was going on and noticed many safety issues. His main concern was the insurance liabilities with this construction site. He did sit down with risk management and addressed the insurance concerns. Mr. Gauthier stated that the BC was not made aware of the event until the previous meeting. Mr. Maniscalco noted there has been a lack of communication with the police, fire and EMT's regarding any major events on the grounds during construction. Representatives from the fire and EMT's were in the audience and voiced their concerns as well. They requested advanced notice of any major events prior to them happening so they can walk the site and know all areas of access in case of an emergency. Ms. Barber suggested there be a meeting held with all safety personnel and parties involved. Ms. Barber asked what the protocol is when alerting public safety of events. Fire Marshall has been on the site and cleared the site. Police were aware of the event. EMT's were not aware. Colliers (formerly SBS) will facilitate a safety meeting between town emergency personnel, Downes, and the school administration. Ms. Dugas stated that BOE's number one concern is safety. With graduation being the next major event, the BOE are holding daily meetings regarding options for graduation. She also wanted to make the BC aware that they are "living" this project on a daily basis.

## **Review and Approve Minutes From March 25, 2015 & April 9, 2015:**

- *A motion was made by Ms. Abraham to approve minutes for March 25, 2015. Seconded by Ms. Barber. Voted (6-0-1) Motion unanimously carried with Mr. Cooke abstaining.*
- *A motion was made by Ms. Abraham to approve the minutes for April 9, 2015 with amendments. Seconded by Mr. Karney. Voted (6-0-1) Motion unanimously carried with Mr. Cooke abstaining.*

## **Project Managers Report:**

Please see attached for the Owners Project Manager Report.

Mr. Gauthier asked if Colliers has spoken to the fire chief regarding the fire line request. They did speak to them and the question is if it is code required but did not receive a definitive answer on from the fire marshal or fire department on the code issue. Ms. Samuelson noted that the additional fire loop specified under the add-alternate is not a code requirement.

Mr. Gauthier also question if Colliers checked into the background checks of all the construction employees on the construction site. Mr. Warrington noted that they did discuss this issue at length with Downes and requested that the subcontractor's submit the background checks themselves. Mr. Smith noted that Downes has received affidavits from each subcontractor that they have performed background checks on their workers. This is all that Downes will perform with regards to background checks. Mr. Warrington noted that there may be statutory issues regarding background checks of workers in Connecticut.

## **Reports and Discussions**

**Construction Update:** Downes did not provide any additional detail to the Colliers report.

**Architects Update:** SLAM has a meeting Monday with the state to review addenda for the project.

## **GMP:**

- Mr. Karney asked SLAM what their involvement is in the GMP? They review the scope of the project and SLAM documents any changes that need to be documented for a change order. He also asked if SLAM had vetted the document list that Downes provided for the GMP that they are accurate and up to date. SLAM will review those to be sure.
- Colliers met with Downes with the concerns they had with the GMP. Downes revised assumptions. Colliers reviewed again and still had some concerns. Colliers met with the town attorney, Cole & Roberts, regarding this to be sure of the contractual items and the attorney does not want assumption of the language that is in there to supersede or contradict what is already in the contract. Downes and Colliers will be meeting with the towns attorney to discuss this matter.
- Building Envelope Commissioning Proposal (Horizon Engineering): They submitted a proposal to provide building enclosure commissioning services for the East Hampton High School project. Colliers presented it to the board and are still reviewing this proposal and working with SLAM to review the scope of the work. No approval is needed tonight and this is just being

presented to the BC.

**Roof Condition:** SLAM has been in contact with Fuss & O'Neill EnviroScience and Colliers. SLAM would like to put together a budget for the 3 options they talked about.

**Action Items:**

- A motion was made by Mr. Gauthier to approve SLAM invoice #1011600 dated 4/14/15 in the amount of \$22,236.89. Seconded by Mr. Karney. Voted (7-0-0) Motion carried unanimously.
- A motion was made by Mr. Gauthier to approve Eagle Environmental invoice #12655 dated 3/31/15 in the amount of \$1,025.00. Seconded by Mr. Karney. Voted (7-0-0) Motion carried unanimously.
- A motion was made by Mr. Gauthier to approve Special Testing Laboratories invoice #29914 dated 3/31/15 in the amount of \$12,405.63. Seconded by Mr. Seydewitz. Voted (7-0-0) Motion carried unanimously.

**Sub-Committee Reports:** None

**Chairperson's Report:** The contract between SBS (now Colliers International) and the Town of East Hampton has been executed.

**Public Remarks:** None

**Next Meeting:** Special meeting April 30, 2015 at 5:30 pm in the High School Library  
Next scheduled meeting May 7, 2015 at 5:30 pm in the High School Library.

**Adjournment:** *At 6:38 pm a motion was made by Mr. Karney to adjourn. Seconded by Mr. Seydewitz. Voted (7-0-0). Motion unanimously carried.*

Respectfully Submitted,

Denise Russo  
Recording Secretary



## EAST HAMPTON PUBLIC SCHOOLS

### East Hampton High School Additions and Alterations

### East Hampton High School Building Committee Meeting

### Owner's Project Manager Report

*April 23, 2015*

- I. Activities/Schedule since April 9, 2015**
  - A. Track event occurred without incident. A few cars were towed due to parking in the incorrect locations.
  - B. Under slab plumbing 95% complete at the science addition.
  - C. Masonry walls being installed in the 60s classrooms.
  - D. MEPs continuing in the classrooms.
  - E. Site cleanup has been occurring.
  - F. Sedimentation and erosion control measures have improved. Inspections by BSC (civil engineer) continue.
  - G. Structural steel at cafeteria is approximately 85% complete.
  - H. Backfilling of gym slab complete.
  - I. Downes, Eagle Environmental and SBS met with Bill Stapleton (CTDPH) and Thad King (Director of Chatham Health District) regarding asbestos removal in the boiler room.
  - J. Follow up meeting (4/22/15) with school administration for summer moves and phasing.
- II. Upcoming Activities - Construction**
  - A. Start roofing on the science wing addition.
  - B. Installation of brick on retaining wall north of science addition.
  - C. Continue with the MEP rough in at 60s classroom.
  - D. Start concrete masonry wall installation at the gym addition.
  - E. Start slab prep for science wing addition after plumbing is complete.
- III. Current and Upcoming Activities – OPM**
  - A. SBS has received CREC documents.
  - B. All invoices and general ledger received by town and reconciled. Budget is approximately 85% completed in the SBS format. (See Financial Status Report).
  - C. Continue to work with Downes on revised phasing plan and schedule.
  - D. Start planning move activities for the summer.



**IV. PBC Approvals/Financials**

- A. SLAM Collaborative Invoice #1011600 (\$22,236.89)
- B. Eagle Environmental Invoice #12655 (\$1,025.00)
- C. Special Testing Laboratories, Inc. Invoice #29914 (\$12,405.63)

**EAST HAMPTON**

**High School Renovations**

**Financial Status Report - April 23, 2015**

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Exhibit II

	A	B	C	D	E	F	G
	Budget					<i>D+E=F</i>	<i>C-F=G</i>
	Project Budget 2/24/15	Approved Transfers	Approved Budget with Transfers	Total Contract	Planned, but not Contracted	Anticipated Total Costs	Remaining Balance
<b>I. <u>Building Construction</u></b>	43,666.9	-	43,666.9	43,666.9	-	43,666.9	-
<b>II. <u>Related Construction</u></b>	-	-	-	-	-	-	-
<b>Total Construction</b>	\$ 43,666.9	\$ -	\$ 43,666.9	\$ 43,666.9	\$ -	\$ 43,666.9	\$ -
<b>III. <u>Furniture, Fixtures &amp; Equipment (FF&amp;E)</u></b>	1,828.0	-	1,828.0	-	1,828.0	1,828.0	-
<b>IV. <u>Fees and Expenses</u></b>	5,630.4	-	5,630.4	4,475.5	1,223.4	5,698.9	(68.5)
<b>V. <u>Contingency</u></b>							
<b>A. Construction &amp; Owner's Project</b>	569.7	-	569.7	-	-	-	569.7
<b>B. Additional Need</b>	-	-	-	-	509.5	509.5	(509.5)
<b>Total Contingency</b>	\$ 569.7	\$ -	\$ 569.7	\$ -	\$ 509.5	\$ 509.5	\$ 60.2
<b>VI. <u>Inflation</u></b>	-	-	-	-	-	-	-
<b>Total Project</b>	\$ 51,695.0	\$ -	\$ 51,695.0	\$ 48,142.4	\$ 3,560.9	\$ 51,703.3	\$ (8.3)



**HIGH SCHOOL BUILDING COMMITTEE**  
 Sharon E. Smith, Chairperson  
 Michele Barber, Vice-Chairperson  
 Cynthia Abraham, Member  
 Thomas Cooke, Member  
 Roy Gauthier, Member  
 Stephen Karney, Member  
 Michael Zimmerman, Member  
 David Ninesling, Alternate

## East Hampton High School Renovation Project

State Project No.: 042-0041 EA/RR

Invoice Approval Cover Sheet

**Building Committee Date:** 4/23/15

<b>INVOICES</b>				
Town Code	Company	Invoice No.	Date	Amount
5339	S/L/A/M Collaborative	1011600	4/14/2015	\$ 21,915.55
5720	Downes Construction Co.	N/A		
5342	Strategic Building Solutions	N/A		
5340	Eagle Environmental	12655	3/31/2015	\$ 1,025.00
5340	Special Testing Laboratories	29914	3/31/2015	\$ 12,405.63

**Approvals:**

East Hampton Building Committee

Sharon E. Smith, Chairperson	Date
Michele Barber, Vice-Chairperson	Date
Roy Gauthier, Member	Date
Stephen Karney, Member	Date
Tom Seydewitz, Alternate	Date

Strategic Building Solutions

Charles E. Warrington, Jr., P.E.	Date
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Date: 4/23/15

Date 4/21/15

Strategic Building Solutions

**Invoice**

The S / L / A / M Collaborative, Inc.  
 Somerset Square  
 80 Glastonbury Boulevard  
 Glastonbury, CT 06033-4415  
 Telephone (860) 657-8077

Charles Warrington, Jr.  
 Project Manager  
 Strategic Building Solutions, LLP  
 67 Hunt Street  
 Agawam, MA 01001

April 14, 2015  
 Project No: 12068.10  
 Invoice No: 1011600

Project 12068.10 Town of East Hampton HS Addition and Renovate-as-New Phase 2

- Amendment No. 2 - \$880,000 increase in total "Phase 2" Fee.
- Amendment No. 3 - \$14,438.25 for Sima Drilling Company
- Amendment No. 4 - \$33,000 Upgrade Programming and Planning based on Updated Enrollment Projection Information. Redesign Floor Plan and Redocument Schematic Design Pricing Package
- Amendment No. 5 - \$72,500 Design a Geothermal Heating/Cooling System Including the Bore Field.
- Amendment No. 6 - \$3,910 for Phase I Testing and Report. Range of \$12,650-\$14,950 for Phase II Investigation after Phase I testing is complete performed by Fuss & O'Neill with consultant coordination mark-up.
- Amendment No. 7 - \$154,215 (+\$750.00 Reimbursable Expense Allowance) for Additional Phase II Soil Testing and for PCB Removal Oversight.
- Amendment No. 8 - \$18,860 for Mechanical System Utilizing Distributive Compressors for all Air Systems in Lieu of Chilled Water Performed by CES.

**Professional Services from February 21, 2015 to March 27, 2015**

Services	Contract Amount	% Complete	Amount Billed	Previously Billed	Billed This Invoice
Schematic Design	379,500.00	100.00	379,500.00	379,500.00	0.00
Design Development	632,500.00	100.00	632,500.00	632,500.00	0.00
Construction Document	759,000.00	100.00	759,000.00	759,000.00	0.00
Bidding	126,500.00	100.00	126,500.00	126,500.00	0.00
Construction Administration	632,500.00	13.00	82,225.00	61,668.75	20,556.25
Update Programming & Planning Amend. #4	33,000.00	100.00	33,000.00	33,000.00	0.00
Geothermal Heating/Cooling Amendment #5	72,500.00	100.00	72,500.00	72,500.00	0.00
PCB Oversight & Soil Testing/Amend. #7	154,215.00	14.4058	22,215.88	20,856.58	1,359.30
MEP System Add. Svc./Amendment #8	18,860.00	0.00	0.00	0.00	0.00
<b>Total Fee</b>	<b>2,808,575.00</b>		<b>2,107,440.88</b>	<b>2,085,525.33</b>	<b>21,915.55</b>
	<b>Total</b>				<b>21,915.55</b>

**Reimbursable Expenses**

Travel				226.69	
Postage/Shipping				9.26	
Misc. Reimb. Expenses				43.48	
<b>Total Reimbursables</b>		<b>1.15 times</b>		<b>279.43</b>	<b>321.34</b>

Billing Limits	Current	Prior	To-Date
Expenses	321.34	13,616.08	13,937.42
Limit			60,750.00
Remaining			46,812.58

Project	12068.10	Town of East Hampton HS Add Phase 2	Invoice	1011600
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**Total this Invoice                    \$22,236.89**

**Outstanding Invoices**

Number	Date	Balance
1011484	3/11/2015	40,013.86
<b>Total</b>		<b>40,013.86</b>

**Billings to Date**

	Current	Prior	Total	Received	A/R Balance
Fee	21,915.55	2,085,525.33	2,107,440.88		
Consultant	0.00	31,090.39	31,090.39		
Expense	321.34	13,616.08	13,937.42		
<b>Totals</b>	<b>22,236.89</b>	<b>2,130,231.80</b>	<b>2,152,468.69</b>	<b>2,090,217.94</b>	<b>62,250.75</b>

# Billing Backup

Tuesday, April 14, 2015

The S / L / A / M Collaborative, Inc.

Invoice 1011600 Dated 4/14/2015

8:45:33 AM

Project	12068.10	Town of East Hampton HS Addition and Renovate-as-New Phase 2
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## Reimbursable Expenses

### Travel

AP	990878325542	3/26/2015	Consulting Engineering Services, Inc.	39.20
AP	990878325750	3/27/2015	Fuss and O'Neill Enviroscience, LLC / Amendment No. 7	40.26
EX	000000021500	1/29/2015	Samuelson, Amy / B.C. meeting	9.78
EX	000000021500	2/12/2015	Samuelson, Amy / B.C. Meeting	9.78
EX	000000021500	2/19/2015	Samuelson, Amy / mtg at Town Hall, mtg at EHHS job trailer	10.35
EX	000000021500	2/24/2015	Samuelson, Amy / I.T. - Technology meeting	19.55
EX	000000021500	2/26/2015	Samuelson, Amy / B.C. Meeting	9.78
EX	000000021882	3/2/2015	Samuelson, Amy / VE review meeting	9.78
EX	000000021882	3/12/2015	Samuelson, Amy / BC meeting	9.78
EX	000000021882	3/26/2015	Samuelson, Amy / BC meeting	9.78
EX	000000021514	2/5/2015	LaMothe, Jeffrey	19.55
EX	000000021514	2/19/2015	LaMothe, Jeffrey	19.55
EX	000000021706	3/19/2015	LaMothe, Jeffrey	19.55

### Postage/Shipping

AP	990878324963	2/27/2015	Fusion Logistics, LLC d/b/a Worldwide Ex / ASamuelson>DSchaub	9.26
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### Misc. Reimb. Expenses

JE	0WEBSITE0327	3/27/2015	Website Maintenance - March 2015	43.48
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<b>Total Reimbursables</b>	<b>1.15 times</b>	<b>279.43</b>	<b>321.34</b>
	<b>Total this Project</b>		<b>\$321.34</b>
	<b>Total this Report</b>		<b>\$321.34</b>

Amendment No. 7



**FUSS & O'NEILL**  
EnviroScience, LLC 106 001

Remit to:  
Fuss & O'Neill EnviroScience, LLC  
146 Hartford Road  
Manchester, CT 06040  
t 860.646.2469  
f 860.649.6883

For EFT/ACH:  
First Niagara Bank  
ABA 2223-7044-0  
Account 7000555446  
FEIN: 20-8205093

**INVOICE**

Vendor #	Control #
<del>106001</del>	990878 225750
Project: 12068.10	

Amy Samuelson  
The S/L/A/M Collaborative, Inc.  
Somerset Square  
80 Glastonbury Boulevard  
Glastonbury, CT 06033-4415

March 17, 2015  
Project No: 20100880.A5E  
Invoice No: 0012648  
Project Manager Kathleen Pane

Project 20100880.A5E S/L/A/M Collaborative-East Hampton High School 15 North Maple Street,  
East Hampton, CT-PCB Removal Project Oversight

Task 00006 Project Management/Designer PCB Sampling

**Professional Personnel**

	Hours	Rate	Amount	
Sr Engineer, Scientist, Analyst II Pane, Kathleen	5.50	150.00	825.00	
Engineer, Scientist, Analyst III Cooley, Eric	3.00	119.00	357.00	
Totals	8.50		1,182.00	
<b>Total Labor</b>				<b>1,182.00</b>

**Reimbursable Expenses**

Employee Mileage		Miles	Rate	Amount	
1/19/2015	Pane, Kathleen	35		20.13	
1/20/2015	Pane, Kathleen	35		20.13	
<b>Total Reimbursables</b>				<b>40.26</b>	<b>40.26</b>

**Total this Task \$1,222.26**

**Total this Invoice \$1,222.26**

**Outstanding Invoices**

Number	Date	Balance
0012358	1/14/2015	1,725.00
0012487	2/17/2015	6,955.23
<b>Total</b>		<b>8,680.23</b>

# Eagle Environmental, Inc.

8 South Main Street  
 Terryville, CT 06786  
 (860) 589-8257  
 Tax ID #06 1451093

# Invoice

DATE	INVOICE #
3/31/2015	12655

BILL TO
East Hampton Public Schools 94 Main Street East Hampton, Connecticut 06424 email: cwarrington@go-sbs.com

P.O. NO.	TERMS	DUE DATE	PROJECT
15000338-00	Net 30	4/30/2015	15-046.10T1 East Hampt...

QTY	DESCRIPTION	RATE	AMOUNT
2	Variance Application Planning Meeting with Downes Construction (03/02/2015 - Vice President)	130.00	260.00
1	Phase II - Variance Application	750.00	750.00
1	PLM - Bulk Sample Analysis for Asbestos - 24 Hr TAT	15.00	15.00
Meetings & Variance Application East Hampton High School Renovation Project 15 North Maple Street East Hampton, Connecticut Eagle Project #15-046.10T1			
APPROVED FOR PAYMENT  Date <u>4/21/15</u> Strategic Building Solutions			

Project Manager Approval: 	<b>Subtotal</b>	\$1,025.00
	<b>Sales Tax (0.0%)</b>	\$0.00
	<b>Payments/Credits</b>	\$0.00
	<b>Total Due</b>	<b>\$1,025.00</b>

# Special Testing Laboratories, Inc.

CT Certified Woman Owned S/MBE  
 PO Box 200 - 21 Henry Street  
 Bethel, CT 06801

# INVOICE

Invoice Number: 29914  
 Invoice Date: Mar 31, 2015  
 Page: 1

Voice: 203-743-7281  
 Fax: 203-791-2451

*Duplicate*

Bill To:
Town of East Hampton 20 East High Street Attn: Accts Pay / Jeff Jylkka East Hampton, CT 06424

Ship to:
Town of East Hampton 20 East High Street Attn: Accts Pay / Jeff Jylkka East Hampton, CT 06424

Customer ID	Customer PO	Payment Terms	
East Hampton H.S,		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Courier		4/10/15

Quantity	Item	Description	Unit Price	Amount
1.00	special-half	02-22-15 Special Inspection - Halfday (J. Hardman, PE)	360.00	360.00
1.00	soils-half	03-02-15 Soils Inspection - Halfday	120.00	120.00
1.00	combo/Concrete	03-03-15 Combined Inspection - Conc/Rebar	245.00	245.00
11.00	cylinders	03-03-15 Concrete Cylinders(11)	15.00	165.00
1.00	soils-half	03-03-15 Soils Inspection - Halfday	120.00	120.00
1.00	fieldsteel-half	03-03-15 Field Steel Inspection - Halfday	190.00	190.00
1.00	soils-half	03-04-15 Soils Inspection - Halfday	120.00	120.00
1.00	soils-half	03-05-15 Soils Inspection - Halfday	120.00	120.00
1.00	soils	03-06-15 Soils Inspection	200.00	200.00
1.00	soils	03-11-15 Soils Inspection	200.00	200.00
1.00	fieldsteel-half	03-11-15 Field Steel Inspection - Halfday	190.00	190.00
1.00	masonry	03-12-15 Masonry Inspection	200.00	200.00
3.00	Grout Cubes	03-12-15 Grout Cubes(3)	12.00	36.00
1.00	concrete-half	03-13-15 Concrete Inspection - Halfday	110.00	110.00
4.00	cylinders	03-13-15 Concrete Cylinders(4)	15.00	60.00
1.00	masonry	03-16-15 Masonry Inspection	200.00	200.00
3.00	Grout Cubes	03-16-15 Grout Cubes(3)	12.00	36.00
1.00	soils	03-16-15 Soils Inspection	200.00	200.00
1.00	masonry	03-17-15 Masonry Inspection	200.00	200.00

Subtotal	Continued
Sales Tax	Continued
Total Invoice Amount	Continued
Payment/Credit Applied	
<b>TOTAL</b>	<b>Continued</b>

Check/Credit Memo No:

We will add finance charges on invoices more than 30 days overdue.

# Special Testing Laboratories, Inc.

CT Certified Woman Owned S/MBE  
 PO Box 200 - 21 Henry Street  
 Bethel, CT 06801

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Customer ID	Customer PO	Payment Terms	
East Hampton H.S,		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Courier		4/10/15

Quantity	Item	Description	Unit Price	Amount
3.00	Grout Cubes	03-17-15 Grout Cubes(3)	12.00	36.00
1.00	soils-half	03-17-15 Soils Inspection - Halfday	120.00	120.00
1.00	masonry	03-18-15 Masonry Inspection	200.00	200.00
3.00	Grout Cubes	03-18-15 Grout Cubes(3)	12.00	36.00
1.00	soils	03-18-15 Soils Inspection	200.00	200.00
1.00	nondestructive-half	03-18-15 Non-Destructive Testing - Halfday	205.00	205.00
1.00	masonry	03-19-15 Masonry Inspection	200.00	200.00
3.00	Grout Cubes	03-19-15 Grout Cubes(3)	12.00	36.00
1.00	soils	03-19-15 Soils Inspection	200.00	200.00
1.00	masonry	03-20-15 Masonry Inspection	200.00	200.00
1.00	soils	03-20-15 Soils Inspection	200.00	200.00
1.00	special-half	03-20-15 Special Inspection - Halfday (J. Hardman, PE)	360.00	360.00
1.00	special-half	03-22-15 Special Inspection - Halfday (J. Hardman, PE)	360.00	360.00
1.00	masonry	03-23-15 Masonry Inspection	200.00	200.00
1.00	soils	03-23-15 Soils Inspection	200.00	200.00
1.00	expenses	03-23-15 Expenses - BCS Group - Stormwater Inspection & Monitoring	2,400.00	2,400.00
1.00	combo/masonry	03-24-15 Combined Inspection - Mas/Rebar	245.00	245.00

Subtotal	Continued
Sales Tax	Continued
Total Invoice Amount	Continued
Payment/Credit Applied	
<b>TOTAL</b>	<b>Continued</b>

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Town of East Hampton 20 East High Street Attn: Accts Pay / Jeff Jylkka East Hampton, CT 06424

Ship to:
Town of East Hampton 20 East High Street Attn: Accts Pay / Jeff Jylkka East Hampton, CT 06424

Customer ID	Customer PO	Payment Terms	
East Hampton H.S,		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Courier		4/10/15

Quantity	Item	Description	Unit Price	Amount
3.00	Grout-prisms	03-24-15 Grout Prisms(3)	30.00	90.00
1.00	combo/Concrete	03-24-15 Combined Inspection - Conc/Rebar	245.00	245.00
11.00	cylinders	03-24-15 Concrete Cylinders(11)	15.00	165.00
1.00	Steel Combo	03-24-15 Steel Combo - fs/vis - ndt/vis	400.00	400.00
1.00	combo/Concrete	03-25-15 Combined Inspection - Conc/Rebar	245.00	245.00
1.50	overtime	03-25-15 Overtime Charges - 7.00am to 1630pm	56.25	84.38
11.00	cylinders	03-25-15 Concrete Cylinders(11)	15.00	165.00
1.00	combo/masonry	03-25-15 Combined Inspection - Mas/Rebar	245.00	245.00
1.00	soils	03-25-15 Soils Inspection	200.00	200.00
1.00	combo/conc-halfday	03-26-15 Combined Inspection- Halfday - Conc/Rebar	150.00	150.00
1.00	combo/Concrete	03-27-15 Combined Inspection - Conc/Rebar	245.00	245.00
22.00	cylinders	03-27-15 Concrete Cylinders(22)	15.00	330.00
1.00	combo/Concrete	03-30-15 Combined Inspection - Conc/Rebar	245.00	245.00
11.00	cylinders	03-30-15 Concrete Cylinders(11)	15.00	165.00

Subtotal	Continued
Sales Tax	Continued
Total Invoice Amount	Continued
Payment/Credit Applied	
<b>TOTAL</b>	<b>Continued</b>

Check/Credit Memo No:

We will add finance charges on invoices more than 30 days overdue.

# Special Testing Laboratories, Inc.

CT Certified Woman Owned S/MBE  
 PO Box 200 - 21 Henry Street  
 Bethel, CT 06801

# INVOICE

Invoice Number: 29914  
 Invoice Date: Mar 31, 2015  
 Page: 4

Voice: 203-743-7281  
 Fax: 203-791-2451

*Duplicate*

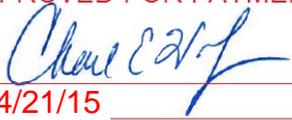
Bill To:
Town of East Hampton 20 East High Street Attn: Accts Pay / Jeff Jylkka East Hampton, CT 06424

Ship to:
Town of East Hampton 20 East High Street Attn: Accts Pay / Jeff Jylkka East Hampton, CT 06424

Customer ID	Customer PO	Payment Terms	
East Hampton H.S,		Net 10 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
	Courier		4/10/15

Quantity	Item	Description	Unit Price	Amount
1.00	combo/Concrete	03-31-15 Combined Inspection - Conc/Rebar	245.00	245.00
1.00	overtime	03-31-15 Overtime Charges - 6.30am to 15.30pm	56.25	56.25
18.00	cylinders	03-31-15 Concrete Cylinders(18)	15.00	270.00
1.00	soils	03-31-15 Soils Inspection	200.00	200.00
1.00	fieldsteel-half	03-31-15 Field Steel Inspection - Halfday	190.00	190.00

APPROVED FOR PAYMENT



Date 4/21/15  
 Strategic Building Solutions

Subtotal	12,405.63
Sales Tax	
Total Invoice Amount	12,405.63
Payment/Credit Applied	
<b>TOTAL</b>	<b>12,405.63</b>

Check/Credit Memo No:

We will add finance charges on invoices more than 30 days overdue.



Horizon Engineering  
Associates LLP

*Demand a Higher Standard<sup>SM</sup>*

April 8, 2015

Charles Warrington, Jr, P.E., MCCPO, Project Manager  
Strategic Building Solutions  
67 Hunt Street  
Agawam, MA 01001  
*Transmitted via e-mail: cwarrington@go-sbs.com*

**RE: Building Enclosure Commissioning Services for the East Hampton High School**

Dear Mr. Warrington:

Horizon Engineering Associates, LLP (HEA) is submitting the following proposal to provide building enclosure commissioning services for the East Hampton High School project.

**SCOPE OF WORK**

Our enclosure commissioning services are modeled on the guidelines set forth by the National Institute of Building Science (NIBS) Guideline 3 in conjunction with ASHRAE Guideline 0 with consideration for ASTM E2813: Standard Practice for Building Enclosure Commissioning.

**CONSTRUCTION PHASE SERVICES**

**Shop Drawing and Submittal Review.** HEA will review the relevant enclosure shop drawings and submittals for conformance with the contract documents and from an installation and performance standpoint. Upon completion of the review comments will be issued to the project team.

**Pre-Construction Meeting.** HEA will participate in the pre-construction kickoff meeting with the various enclosure trades.

**Installation Observation Visits.** During construction, HEA will be present to evaluate the installation process at the beginning of all critical enclosure component installations and at appropriate, regular intervals. This will include observation of installed systems to ensure they are installed in accordance with the manufacturers' standards and contract documents. Field observation reports will be completed and submitted after each observation visit. HEA recommends ten (10) enclosure visits and has accommodated for this number in our fee. Witnessing of any specification required testing will be performed within this allotted number of site visits.

**Identification of Deficiencies.** HEA will document all issues identified with the enclosure systems during construction in a continually updated tracking log to ensure that all issues were addressed, whether they were corrected or accepted.

**Witnessing of Performance Testing.** HEA will witness a portion of the contractor / manufacturer specified field-testing of enclosure systems. Performance testing should progress from tests of individual enclosure components to tests of component assemblies and their various interfaces to tests of the entire enclosure. HEA will ensure that correct procedures are implemented and will work to assist the contractor(s) in achieving the proper function of all enclosure systems. Witnessing of any retesting is not accounted for in our fee and will be handled as a change order, HEA will witness any retesting required.

## OCCUPANCY/POST OCCUPANCY PHASE SERVICES

**Commissioning Report and Logs.** HEA will furnish an enclosure commissioning report that will include the following:

- Log of deficiencies that were discovered and measures taken for correction or acceptance.
- Installation and performance testing procedures and results.
- Reports that document all field commissioning activities as they progressed.
- A schedule of any deferred testing.

Systems constituting the enclosure with respect to the moisture, air, vapor, and thermal control layers, from the foundation to the exterior walls and interior walls serving as part of the enclosure to the roof; to be commissioned will include:

- Below-grade Waterproofing
- Under-slab Vapor Barriers
- Air Barrier Systems
- Vapor Retarding Systems
- Drainage Planes
- Glazing Systems
- Exterior Wall Assemblies
- Exterior Doors
- Louvers and Vents
- Exterior Wall Penetrations
- Flashing Systems
- Joint Sealants
- Expansion Joints
- Insulating Systems
- Thermal Stops/Breaks
- Roofing Systems
- Roof Penetrations

## FEE INFORMATION

Our time and material based fee, including expenses, to provide building enclosure commissioning services for the East Hampton High School is as follows:

**Nineteen thousand, four hundred dollars**

(\$19,400.00)

## EXCLUSIONS

HEA has allocated one (1) pre-construction meeting and ten (10) site visits. In addition, the fee is based on a project completion date of May 2017. If services are extended beyond this completion date, additional services may be required for meetings and on-site presence and will be deemed as not in contract. In addition, any increases in scope, square footage and/or quantity of systems will be treated as not in contract. Items deemed not in contract will be billed separately in accordance with our rate structure listed under "Terms".



## TERMS

**Acceptance.** If you would like to proceed with this work, please address your order to Horizon Engineering Associates, LLP, 1200 Veterans Memorial Highway, Suite 110, Hauppauge, NY 11788.

**Payments.** Invoices for basic services, reimbursable expenses and additional services shall be submitted monthly on our normal monthly billing cycle. Unless otherwise stipulated, invoices will be submitted electronically. Payments are due and payable thirty (30) days from the date of the invoice. If we are not paid within sixty (60) days of the invoice, we have the right to stop work without notice or liability.

**Expenses.** Reimbursable expenses associated with the following are included in our proposed fee:

- All reproduction costs for plotting, prints and specifications, as well as creating the required drawings.
- All final reports will be submitted on a CD unless requested by the client. Any production cost associated with the report will be billed to the client.
- Mailing express delivery, courier service, messenger services and other communication expenses incurred in connection with the project.
- Test equipment rentals that are required to satisfy project requirements.
- Any expenses associated with transportation incurred by the engineer due to travel.
- Fees paid for expediting and securing approvals of authorities having jurisdiction over the project.
- Re-calibration of required test equipment associated with the project when necessary.

**Compensation for Additional Services.** It is understood that, where there are approved changes to work already completed or additional services required not specifically outlined in the scope-of-work, HEA shall be paid additional compensation, equal to the following hourly billing rates:

Principal/Director	\$ 225.00
Senior Architect	\$ 140.00
Senior Weatherproofing Consultant	\$ 85.00
CAD Engineer	\$ 85.00
Project Coordinator	\$ 65.00

**Validity.** This quotation is valid for sixty (60) days for work commencing within six (6) months.



If you are in acceptance of this proposal please sign and date in the space indicated below, and return to my attention.

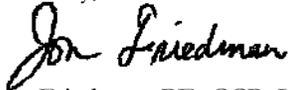
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**Charles Warrington, Strategic Building Solutions**

**Date**

If you have any questions or would like more information, please do not hesitate to contact me at (518) 444-4672 or [jfriedman@horizon-engineering.com](mailto:jfriedman@horizon-engineering.com). We look forward to working with you on this important project.

Sincerely,



Jon Friedman, PE, CCP, LEED AP

Regional Director

Horizon Engineering Associates, LLP (HEA)

