

**Police Station Building Committee**  
**Meeting Agenda**  
Wednesday May 6, 2020  
6:00 p.m.

Join via Hangouts Meet: <https://meet.google.com/geb-kdgr-qgb>  
Or Phone: 1-515-218-2209 PIN 514 910 917#

6:00 p.m. Call to Order Online – Roll Call for Attendance

6:05 p.m. Approval of Meeting Minutes – April 29, 2020

6:07 p.m. Open Action Items on Decisions and Actions Log

- Payment for labor of batt insulation install – Chief Kurczy

Later in the Project:

- Furniture Options – Mary/Chief Kurczy

Post Project:

- Salvage LED lighting from existing police station prior to demo – Committee

6:10 p.m. Update from Select Board Meeting

6:20 p.m. OPM Update

- Project Status / Three Week Look-ahead Schedule
- Breakdown of soil testing costs from Yankee Engineering (Lee Figgins)

6:35 p.m. Architect Update

- Update on RFI #105 – water pressure in new building
- Update on COP No. 59 Site Grading (granite curbing issue)
- Update on headstone low voltage lighting (sleeve install, outlet)
- New business
  - Proposed Change Order # 13
  - Rings in concrete retained per Historical Commission request
  - Request for Payment and Critical Path Schedule from Tower

6:50 p.m. Budget Review, Invoice Approvals, Chair/OPM Spending Approvals

7:00 p.m. Items Not Reasonably Anticipated 48 Hours Prior to Meeting

7:10 p.m. Next Meeting Date, Time, and Agenda

Adjournment

**DRAFT**

Mendon Police Station Building Committee Meeting  
Mendon, MA 01756  
Wednesday, April 29, 2020  
6:00 p.m.

Virtual Meeting Hangouts Meet: <https://meet.google.com/tdn-rtbt-xxj>  
Or Phone: 1-405-433-4017 PIN: 481 453 516#

I. Call to Order

The meeting was called to order at 6:03 pm by Joe Cronin.

Joe and Don explained the ground rules for the meeting as it was being conducted remotely, consistent with Governor Baker’s Executive Order of March 12, 2020 due to the current State of Emergency in the Commonwealth as a result of the outbreak of the “COVID-19 Virus.”

Joe took roll call to identify the members present.

Building Committee Members Present:

Joe Cronin, Police Chief Dave Kurczy, Don Morin, JP Parnas, Eric Peterson, Moritz Schmid and Linda Thompson

Others Present:

Mary Bulso, Owner’s Project Manager, Central Mass Projects  
Peter Gaudreau, Construction Administrator, Kaestle Boos Associates  
David McKinley, Landscape Architect, Kaestle Boos Associates  
Simon Vandervalk, Mendon resident

II. Approval of Meeting Minutes – April 22, 2020

MOTION: A motion was made by Don Morin, seconded by Linda Thompson to accept the meeting minutes from April 22, 2020.

DISCUSSION: None

VOTED: Approved on a unanimous vote via roll call

III. Review Open Action Items on Decisions and Actions Log

- Payment for labor of batt insulation install – Chief Kurczy informed the Committee that he does not yet have an invoice for the labor for the batt insulation install but will contact the supplier to obtain one.
- Furniture Options –The Committee will revisit this later in the project.
- Salvage LED lighting from existing police station prior to demo – The Committee will pursue this when the current station is to be demolished.

IV. OPM/Architect Update

- Mary informed the Committee that site work continues but no work in the building is taking place per the direction of the Mendon Select Board. Multiple days of rain has delayed the work, which will now extend into the month of May.
- Curbing has been installed on site. Doors are now secure on the building, so Mary will work with Tower to eliminate the need for the temporary fence. Don asked if the Town needed to gain access to the building after hours, is a key available. Chief Kurczy stated that the Fire Department should have access to a key should it need to get into the building during off hours. Mary said she would follow up with Tower to potentially install a lock box on the building where the keys could be stored.

ACTION: Follow up with Tower Construction to inquire about obtaining access keys for the fire department to gain access to the building during off hours if necessary. – Mary

- Mary has confirmed that the electric bills for the new building have been going to Tower and they have been paying them.
- With regards to the invoice received from Signet, Mary had them revise and resubmit it to the Town. The Committee can take action on it later in the meeting.
- Mary has been in contact with Dan Byer from the Mendon Parks and Recreation department. Dan was interested in taking some of the large stones from the site to be used at the Town Park. She is not sure there are any stones left on site but if so, she'll work with Dan on this. Dan also asked if the site contractor might be willing to smooth out a sink hole on the side of the former library. Don mentioned that he thought that this depression was created when the Town had a sink hole in the street in front of the library last year, and that the Town used some dirt from the side of the library to help fill it in. Mary thought it was best to stay away from addressing this issue and let Alan Tetreault from the Town handle it, as he was originally involved with repairing the sink hole in the street.
- There is no update on the low water pressure documented in RFI #105 regarding the validation that a pneumatic pressure tank was installed properly downstream from the double check valve assembly to maintain pressure. Tower has reached out to its plumbing subcontractor to confirm proper installation of the tank but due to the inability to send anyone into the building this has not yet taken place.
- With regards to a soil testing summary, David McKinley and Lee Figgins have not yet completed their review of the invoices from Yankee Engineering and comparing them against the daily logs maintained by Lee. The Committee should have an update on this at the next meeting.
- Pete presented the final version of Change Order No. 12 in the amount of \$3660.37, consisting of the following:
  1. \$0.00 credit for the headstone relocation
  2. \$2804.73 for MA DPH Preliminary Inspection Changes
  3. \$855.64 to add power at the Gun Cleaning Exhaust Hood
- Two of the three items were already reviewed by the Committee at the April 8<sup>th</sup> meeting, and the dollar amounts are the same. The new addition of the \$0.00 credit for the headstone relocation was added to clean up an open change order proposal #020 from many months ago.

MOTION: A motion was made by Don Morin, seconded by Linda Thompson to accept Change Order No. 12 in the amount of \$3660.37.

DISCUSSION: None

VOTED: Approved on a unanimous vote via roll call

- Pete explained that a meeting on site was held on Monday to verify the location of the Mathew M. Mantoni headstone. The location is going to be move slightly further from the building and at an angle. Chief Kurczy is happy with the new location.
- COP #058 has been reviewed by KBA and sent back to Tower with suggested changes. Tower has responded to KBA and a final version will be prepared to submit to the Mendon Select Board on Friday to determine if they want to deem the building essential and resume work on May 4<sup>th</sup> or push out the work to May 18<sup>th</sup> to align with the Governor's guidelines. Don asked for a written recommendation from KBA regarding the proposal and Pete agreed to supply one.

ACTION: Provide a written recommendation on COP #058 to the Town. – Pete G.

- Joe asked why Tower was charging back temporary electrical and heat charges to the Town when the contract says that the charges are the responsibility of the general contractor. Pete and Mary stated that while the general contractor is responsible for the charges, they can then bill them to the Town as part of their General Conditions. The amounts listed on COP #058 are estimates for additional charges for the month of May.
- Dave McKinley explained the contents of COP #059 rev. 1 for site grading work in the amount of \$9693.53 or \$7448.08 if curbing is salvageable. An RFI was received from Tower stating that the building elevation on the survey was not correct. As a result, the grade of the curbing does not comply with the maximum 2% ADA requirement. The site contractor set the curb from the side door of the former fire station all the way down the hill toward the current police station without notifying KBA first of the error. As a result, about forty feet of curbing needs to be raised up about two inches. Tower claims that they followed the specifications and they were incorrect, but KBA contends that the contractor did not install all the curbing correctly. Dave stated that he believes he can get this cost reduced, but needs to verify the elevations first. He asked if the proposal should be changed to time and materials, but Mary suggested not to do this as the subcontractor is not the fastest worker. Pete asked if veining in the curbing was allowed per the DOT guidelines. Dave stated that it was not allowed. Pete said that some of the curbing had noticeable veining. Mary suggested meeting on site to review the installation with Patrick from Tower to determine if the curbing was installed properly and if it has veining. Dave and Eric will meet with Mary on site Thursday to do this.

ACTION: Meet on site Thursday, April 30<sup>th</sup> with Patrick from Tower to review the installation of the curbing to determine what was installed correctly and what was not, and to also determine if any of the granite has veining that is not allowed. – Mary, Dave, Eric

- Dave added that there shouldn't be any issues with the pavement installation depth of six inches with the possible exception near the street.
- COP No. 57 was presented by Pete for \$2000 to remove and dispose of the unforeseen foundation encountered when doing site work. This work was pre-authorized by Mary and Joe via their Chair/OPM Spending Authority. Pete will add this to Change Order # 13.
- Pete requested a three week look-ahead schedule from Tower but has not received one for this week. He also asked Tower for a request for payment for April but has not yet received one.
- Circling back to the Signet invoice, Don suggested that the Committee review and approve it tonight.

MOTION: A motion was made by Don Morin, seconded by JP Parnas to pay Signet invoice # 943482 dated April 15, 2020 in the amount of \$17,000 with 50% coming from the CPA account and 50% from the capital expenditure account.

DISCUSSION: Mary stated that the hardware has been received by Signet and is stored at their facility pending installation when work resumes inside the building.

VOTED: Approved on a unanimous vote via roll call

V. Items Not Reasonably Anticipated 48 Hours Prior to Meeting: None

VI. Next Meeting Date, Time and Agenda

The Committee agreed to post a virtual meeting for Wednesday, May 6th, 2020 at 6pm to do a quick check-in on the project as things are very dynamic and weekly meetings seem to make sense. If there is nothing to discuss, the meeting can be postponed to the following week.

VII. Adjournment

MOTION: A motion was made by Eric Peterson, seconded by Linda Thompson to adjourn the meeting.

DISCUSSION: None

VOTED: Approved on a unanimous vote

The meeting adjourned at 6:50 p.m.

Minutes by Don Morin



**Tower Construction Corp.**

10 Southern Industrial Dr.  
Cranston RI 02921

**Mendon Police Station & Communications Center**  
**Project 3 – Week Look Ahead**  
***Tower Project No. 2211***

There is no interior building work at this time per the directive provided by the Town of Mendon.

**Week of May 4, 2020**

Site Concrete Prep  
Site Concrete Placement (Sidewalk Back Parking Lot, Ramp and Landing Stairwell, South Door Pad, Sidewalk at Street, Stoop at town hall).  
Cut and fill reclaim back parking lot  
Cut and fill reclaim main entrance  
Direct applied exterior finish  
Exterior Caulking

**Week of May 11, 2020**

Cut and fill reclaim main entrance  
Rock Wall  
Balance of Granite Curb \*(need change proposal authorized)  
Landscaping (Mow Strip)  
Paint Exterior

**Week of May 18, 2020**

Balance of Site Concrete  
Densgrade for paving (Front and Back)  
Paving & Striping  
Landscaping

Note in the month of April there were 12 days of site work that could not occur due to inclement weather and rain.

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**Mendon Police Station & Communications Center**  
Job No. 2211

<b>CHANGE PROPOSAL No. 59 Rev 1</b>
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To: Peter Gaudreau	From: Patrick Fitzgerald
Company: Kaestle Boos Architects	Project # 2211
cc: Mary Bulso	Pages:
Phone: 508-549-9906	Date: April 29, 2020
Re: RFI No. 108 Site Grading at Entry Walks and SKL-10R2	
<input type="checkbox"/> Urgent <input checked="" type="checkbox"/> For Review <input checked="" type="checkbox"/> Please Comment <input checked="" type="checkbox"/> Please Reply <input type="checkbox"/> Please Recycle	

**Description:**

Proposal from the Site Contractor to remove the work in place and make site grading, curbing, sidewalk preparation changes as a result of the direction of RFI 108 under SKL-010 R1.

Note the price includes being able to salvage the granite that is in place, however there is a possibility that the curbing can become damaged during the demolition of the concrete backing and would require additional granite to be purchased. The site contractor makes no guaranties that this curbing will be able to be removed and reinstalled with the same pieces.

The site contractor makes specific note that the curbing in place was set to contract drawings.

A time extension of 2 days is required for this work. Direction is needed on this no later than May 1, 2020 or an additional day of time extension and general conditions will be required.

Cost Code	Cost	Mark Up	Bond	Total
011000	\$1,400.00	\$140.00	\$30.80	\$1,570.80
033000	\$500.00	\$50.00	\$11.00	\$561.00
312000 Site	\$4,776.21	\$238.81	\$100.30	\$5,115.32
312000 Curb	\$1,670.89	\$83.55	\$35.09	\$1,789.52

**Total Change Proposal** **\$9,036.65**

**If Curb is able to be Salvaged the CP would total** **\$7,247.12**

Please advise if you wish us to proceed.

Patrick Fitzgerald  
Project Manager

Accepted \_\_\_\_\_  
 Denied \_\_\_\_\_  
 Revise & Resubmit \_\_\_\_\_  
 Date \_\_\_\_\_



011000 – General Conditions Superintendent	2	Day	X	\$700.00	=	\$1,400.00
030000 – Concrete Concrete	1	LS	X	\$500.00	=	\$500.00
312000 – Site Work Site Contractor for Site	1	LS	X	\$4,776.21	=	\$4,776.21
312000 - Site Work Site Contractor for Curb	1	LS	X	\$1,670.89	=	\$1,670.89



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## RCOP – RESPONSE TO CHANGE ORDER PROPOSAL

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MENDON POLICE STATION  
Mendon, MA 01756

KBA #17049.00  
Page: 1 of 2

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**CONTRACTOR:** Tower Construction Corp.  
10 Southern Industrial Drive  
Cranston, RI 02921  
*Attn: Patrick Fitzgerald*

**RCOP NO.** 059R1

**ISSUED BY:** Peter D. Gandreau, Assoc. AIA  
Construction Contract Administrator

**COPIES TO:**

- KBA – CT/MA/NH
- Owner
- Official
- Consultant
- Consultant

**DATE:** 5/5/2020

- 
- Change Order Proposal has been reviewed by the Architect and is recommended to the Owner for approval.
- Change Order Proposal is rejected.
- Owner will not require the Contractor to proceed with the Work described in Change Order Proposal
  - Work described in Change Order Proposal is required by the Contract Documents.  Refer to comments below.
- Revise and resubmit Change Order Proposal.
- Overhead/Profit is incorrect.  Labor and material costs breakdown is insufficient.
  - Backup documentation is insufficient.  Refer to comments below.

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**Description:** RCOP Title

Change Proposal No. 59Rev1 -Site Grading SKL-10R2

Response.....

Tower did not coordinate the drawing requirements before the curbing was installed. If they had submitted a RFI, KBA would have raised the curb. The issue is that the site drawings call for no more than a 2% slope and the grading plans call for something greater than that. This is a clear conflict in the documents that should have been flagged to KBA's attention before it was installed.

This is a coordination issue that Tower failed to identify in a timely manner.

**Attachments:** COP No.

**Mendon Police Station  
Mendon,  
MA**

**Preliminary Change Order 13**

May 5, 2020

<b>COP</b>	<b>Description</b>	<b>Amount</b>
COP#057	RFI No. 106 Unforeseen Foundation	\$2,000.00
COP#0		
COP#0		
<b>TOTAL</b>		\$2,000.00

Original Contract	\$4,972,000.00
Net by previous COs	\$505,290.20
Sum prior to this CO	\$5,477,290.20
Sum by this CO	\$2,000.00
New sum	\$5,479,290.20



Mendon Police Station & Communications Center
Job No. 2211

CHANGE PROPOSAL No. 57

To: Peter Gaudreau From: Patrick Fitzgerald
Company: Kaestle Boos Architects Project # 2211
cc: Mary Bulso Pages:
Phone: 508-549-9906 Date: April 27, 2020
Re: Unforeseen Rock Removal in Rear Drainage Area
[ ] Urgent [x] For Review [x] Please Comment [x] Please Reply [ ] Please Recycle

Description:

Per the direction of the Town, removing and disposing of unforeseen foundation wall at the front of the site.
Tower did not charge for a Superintendent who was on site today for the majority of this day solely for this activity.

Table with 5 columns: Cost Code, Cost, Mark Up, Bond, Total. Row 1: 312000, \$2,396.75, \$119.84, \$50.33, \$2,566.92. Row 2: Deduct to Stay in Compliance of T&M NTE, (566.92)

Total Change Proposal \$2,000.00

Please advise if you wish us to proceed.

Patrick Fitzgerald
Project Manager

Accepted \_\_\_\_\_
Denied \_\_\_\_\_
Revise & Resubmit \_\_\_\_\_
Date \_\_\_\_\_



Mendon Police Station  
Budget Summary  
May 5, 2020

<b>Total Funding Available</b>			<b>\$6,452,298</b>
<b>Construction Costs</b>			
<b>Base Bid Contract Amount</b>			<b>\$4,972,000</b>
<b>Construction Change Orders to date</b>			
	Change Order 1	<i>(Generator)</i>	\$20,124
	Change Order 2	<i>(2nd Flr Demo)</i>	\$3,386
	Change Order 3	<i>(Modulus Credit)</i>	-\$4,507
	Change Order 4	<i>(Alternate #4)</i>	\$345,439
	Change Order 5	<i>(Ledge Removal)</i>	\$113,750
	Change Order 6	<i>(Wood Siding)</i>	\$9,355
	Change Order 7	<i>(Lift Credit)</i>	-\$5,116
	Change Order 8	<i>(Slab Moisture, Ballistic Panels)</i>	\$38,046
	Change Order 9	<i>Several credits</i>	-\$12,261
	Change Order 10	<i>Several credits</i>	-\$2,683
	Change Order 11	<i>Several credits</i>	-\$3,903
	Change Order 12	<i>(DPH, Gun Cleaning)</i>	\$3,660
<b>Total Construction Changes to date</b>			<b>\$505,290</b>
<b>Current Construction Contract Amount</b>			<b>\$5,477,290</b>
<b>Soft Costs</b>			
<b>Budgeted Soft Costs</b>			<b>\$640,116</b>
<b>Soft Cost Changes to date</b>		<b>Budget</b>	<b>Overage</b>
	Architect/Engineering Fees	\$380,000	-\$1,785
	Project Manager Fee	\$186,000	\$0.50
	Abatement, Geof/Survey, Testing	\$45,000	\$23,418
	Bidding Expense	\$5,000	\$526
	National Grid Expenses	\$20,000	\$17,974
	Builder's Risk Insurance	\$0	\$15,765
	Miscellaneous Fees	\$4,116	\$0
	Security	\$0	\$124,680
<b>Total Soft Cost Changes to date</b>			<b>\$180,579</b>
<b>Current Total Project Amount</b>			<b>\$6,297,986</b>
<b>Current Funds Remaining</b>			<b>\$154,313</b>
<b>Contingency Summary</b>			
	Original Alternates Amount		\$520,000
	Original Contingency Amount		\$320,182
	Total Contingency used to date		\$337,738
	Percent Contingency used to date		105%
	Project Completion percentage		85%