

Municipal Complex Building Committee
Agenda November 4, 2021 6:00 P M
Putnam Municipal Complex
Conference Room # 109
200 School Street
Putnam, CT 06260
Also available via Zoom
Join Zoom Meeting
<https://zoom.us/j/92311327965>

Meeting ID: 923 1132 7965
+1 646 558 8656 US (New York)

1. Call to Order
2. Approval of Minutes
 - A. Minutes from October 7, 2021 Municipal Complex Building Committee Meeting
 - B. Minutes from October 28, 2021 Special Municipal Complex Building Committee Meeting
3. Old Business
 - A. Accompanying Project Items
 1. Fiber
 2. IT/Data
 3. Furniture and Décor
 4. Library Grant
4. New Business
 - A. Owner Update
 - B. Architect Design Update
 - C. Construction manager Update
 1. Monthly CM requisition – Vote Required
 - D. Proposed 2022 Meeting Schedule
5. Public Participation
6. Executive Session - Strategy & Negotiations
7. Adjournment

To Be Approved
Municipal Complex Building Committee
October 7, 2021, 6:00 PM
Zoom Meeting ID: 91728649684

TOPIC		DISCUSSION	
PRESENT:		Chairman Osbrey, Vice Chairman Coderre, Member Rawson, Member Dignam, Member Heydecker, Member Gagnon	
ABSENT:			
1.	Call to Order	Chairman Coderre called the meeting to order at 6:06 PM	
2.	Approval of the Minutes	A.	Minutes from September 2, 2021, Municipal Complex Building Committee Meeting Member Gagnon made a motion to approve the minutes of the September 2, 2021, Municipal Complex Building Committee Meeting. The motion was seconded by Member Heydecker and passed unanimously.
		B.	Minutes from September 14, 2021, Special Municipal Complex Building Committee Meeting Member Rawson made a motion to approve the minutes from the September 14, 2021, Special Municipal Complex Building Committee Meeting. The motion was seconded by Member Dignam and passed with Member Gagnon abstaining.
3.	Old Business	A.	Accompanying Project Items 1. Fiber Town Administrator Sistare reported that the fiber has been installed and is now complete.

			<p>2. IT/Data Town Administrator Sistare reported that IT/Data is up and running well. We are looking forward to the installation of video in the conference room.</p> <p>3. Furniture and Décor The Town is still working with W.B. Mason to obtain new display cabinets for Historical Society. The Town is still waiting for some of the replacement items (i.e., filing cabinets that were dented). The Library Children’s desk is anticipated in approximately 4 weeks.</p>
4.	New Business	<p>A. Owner Update Member Dignam made a motion to approve change orders in the amount of \$89,100.00. The motion was seconded by member Heydecker and passed unanimously.</p> <p>B. Architect Design Update Drayton Fair discussed additional lighting in the library.</p> <p>C. Construction Manager Update 1. Monthly CM requisition – VOTE REQUIRED Member Gagnon made a motion to approve the CM Requisition in the amount of \$ 246,650.80. The motion was seconded by Member Rawson and passed unanimously.</p>	
5.	Public Participation		None
7.	Adjournment		Member Gagnon made a motion to adjourn at 7:36 PM. The motion was seconded by Member Dignam and passed unanimously.

To Be Approved
October 28, 2021
Special Municipal Complex Building Committee Meeting

TOPIC		DISCUSSION
PRESENT:		Chairman Osbrey, Vice Chairman Coderre, Member Heydecker, Member Rawson, Member Gagnon, Member Dignam
ABSENT:		
1.	Call to Order	Chairman Osbrey called the meeting to order at 5:00 PM
2.	Executive Session	Strategy and negotiations Member Rawson made a motion to enter into Executive Session for the purpose of strategy and negotiations at 5:03 PM. The motion was seconded by Member Gagnon and passed unanimously. The Members came out of Executive Session at 6:26 PM. No action was taken in Executive Session.
3.	Adjournment	Member Heydecker made a motion to adjourn at 6:28 PM. The motion was seconded by Member Dignam and passed unanimously.

November 4, 2021

Town of Putnam, CT
Putnam Municipal Complex

Subject: Downes Building Committee Agenda

1. Project Update

A. Project Financial Summary

Original GMP	\$	16,349,407	
Approved Change Order Proposal's	\$	<u>368,915</u>	
Total Revised GMP	\$	16,718,322	
Pending/Approximate Change Order Requests	\$	<u>(27,942)</u>	
Total Anticipated GMP			\$ 16,690,380
Construction Manager's Construction Contingency	\$	473,582	included in above/GMP
Approved COPs	\$	306,238	
Pending COPs	\$	<u>0</u>	
Remaining CM Contingency			\$ 167,344
Owner's Contingency	\$	350,000	
Approved COs	\$	368,915	
Pending PCOs	\$	<u>(27,942)</u>	
Remaining Owner Contingency			\$ 9,027
Owner's Soft Cost	\$	2,703,378	
Approved Change Order Requests	\$	0	
Pending/Approximate Change Order Requests	\$	<u>0</u>	
Revised Owner's Soft Cost			\$ 2,703,378
Total Project Budget			\$ 19,402,785

B. Schedule Update

I.) Work in Progress

- Condenser Stands
- Millwork Top at Vault
- Paving at South Entrance
- AV Installation and Training
- Roof Warranty Modifications
- Flag Pole Delivery Scheduled for Nov. 11th

2. Action Items

A. PCO Approvals.

- a. PCO #110 – Reconcile Unused HVAC Allowance – **(\$15,583)** – Out of Scope/Owner Contingency
- b. PCO #111 – Added Countertop at Vault – **\$1,524** – Out of Scope/Owner Contingency
- c. PCO #112 – Adjust Fencing PCO #104 - **(\$13,613)** – Out of Scope/Owner Contingency

B. Order of Magnitude/Pending Revisions – See attached report

- a. Owners Contingency Out-of-Scope = **(\$27,672)**
- b. GMP Allowance Reallocation = \$0
- c. Construction Managers Contingency = \$0

C. October Requisition Approvals

- a. October 2021 AIA Payment Application #22 - \$267,636.82

Change Events

Status : Open, Pending

#	Title	Scope	Type	Reason	Status	Origin	ROM	Prime Totals	Commitment Totals	RFQs	Commitment COs	Prime PCOs
108	Tile at Paper Towel Dispensers	Out of Scope	Owner Change	Client request	Open		\$0.00	\$0.00	\$0.00			
109	Overtime Allowance for Saturday Taping	In Scope	Allowance	Allowance	Open		\$0.00	\$0.00	\$169.00		1	
110	Reconcile Unused HVAC Allowance	In Scope	Allowance	Allowance	Pending		-\$15,852.69	-\$15,852.69	-\$15,852.69		1	PCO #110
111	Added Laminate Counter Top at Vault	Out of Scope	Owner Change	Client request	Pending		\$1,524.00	\$1,524.00	\$0.00			PCO #111
112	Adjust Fencing PCO #104	Out of Scope	Owner Change	Client request	Pending		-\$13,613.00	-\$13,613.00	\$0.00			PCO #112
Report Grand Totals							-\$27,941.69	-\$27,941.69	-\$15,683.69			

APPLICATION AND CERTIFICATE FOR PAYMENT

To(OWNER): Downes Construction Co
200 Stanley St
New Britain, CT 06051

Project: Putnam Municipal Complex
208 School St
Putnam, CT 06264

Application No: 13
Invoice No: 3333
Period To: 10/31/2021

From: Gerber Construction Co. Inc.
1 NUTMEG DRIVE
ELLINGTON, CT 06029

Via(Architect): Lerner,Ladd & Bartels
Pawtucket, RI

Architect's
Project No:

Job: PUT MUNIC - Putnam Municipal Complex

Contract Date:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for Payment, as shown below, in connection with the Contract. Continuation Sheet is attached.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Approved previous months	228,286.40	0.00
Approved this month	14,938.00	0.00
TOTALS	243,224.40	0.00
Net change by change orders	243,224.40	

1. ORIGINAL CONTRACT SUM.....	\$	2,127,500.00
2. Net change by Change Orders.....	\$	243,224.40
3. CONTRACT SUM TO DATE(Line 1 +/- 2).....	\$	2,370,724.40
4. TOTAL COMPLETED & STORED TO DATE.....	\$	2,370,724.40
(Column G on G703)		
5. RETAINAGE(Column I on G703).....	\$	118,536.28
6. TOTAL EARNED LESS RETAINAGE.....	\$	2,252,188.12
(Line 4 less Line 5)		
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT.....	\$	2,223,414.52
(Line 6 from prior Certificate)		
8. CURRENT PAYMENT DUE.....	\$	28,773.60
9. BALANCE TO FINISH, INCLUDING RETAINAGE.....	\$	118,536.28
(Line 3 less Line 6)		

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

State of: CT County of: Tolland
Subscribed and sworn to before me this _____ day of _____

Notary Public: Caroline C. Ransom
My Commission expires: 11/30/2023

CONTRACTOR: Gerber Construction Co. Inc.
By: _____ Date: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising the above application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED..... \$
(Attach explanation if amount certified differs from the amount applied for.)
ARCHITECT: Lerner,Ladd & Bartels
By _____ Date _____
This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

APPLICATION AND CERTIFICATE FOR PAYMENT

TO OWNER: Town of Putnam
Town Administrator
Town of Putnam
Putnam, CT 06260

PROJECT: Putnam Municipal Building
LOCATION:

APPLICATION NO: *DRAFT*
PERIOD TO: 10/31/2021
PROJECT/PO NO.:
JOB NO: 25-01-0386

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: Downes Construction Co., LLC
200 Stanley Street
New Britain, CT 06050

VIA ARCHITECT:

DATED: 11/1/2021 9:27:47AM

CONTRACT DATE:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the contract.
Continuation Sheet is attached.

1. ORIGINAL CONTRACT SUM	\$16,349,407.00
2. Net change by Change Orders	\$369,615.00
3. CONTRACT SUM TO DATE (Line 1 +/-.2).....	\$16,719,022.00
4. TOTAL COMPLETED & STORED TO DATE	\$16,277,184.29
(Column G on Continuation Sheet)	
5. RETAINAGE:	
a. 3.64% of Completed Work	\$592,124.07
(Column D + E on Continuation Sheet)	
b. 0.00% of Stored Material	\$0.00
(Column F on Continuation Sheet)	
Total Retainage (Lines 5a + 5b or	\$592,124.07
Total in Columns I on Continuation Sheet)	
6. TOTAL EARNED LESS RETAINAGE	\$15,685,060.22
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	
(Line 6 from prior Certificate).....	\$15,417,423.40
8. CURRENT PAYMENT DUE	\$267,636.82
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 Less Line 6)	\$1,033,961.78

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		\$0.00
Total approved this Month		\$0.00
TOTALS		\$0.00
NET CHANGES by Change Order		\$0.00

The undersigned contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and the current payment shown herein is now due.

CONTRACTOR: Downes Construction Co., LLC

By: _____ Date: _____

State of: Connecticut
County of: Hartford

Subscribed and sworn to before
me this _____ day of _____

Notary Public:
My Commission expires:: _____

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED \$267,636.82

(Attach explanation if amount differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT:

By: _____ Date: _____

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT ,
containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: *DRAFT*

APPLICATION DATE : 11/1/2021

PERIOD TO: 10/31/2021

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D E		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE
			WORK COMPLETED			TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G/C)		
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
0001	Preconstruction	\$61,000.00	\$61,000.00	\$0.00	\$0.00	\$61,000.00	100.00	\$0.00	\$0.00
0010	General Conditions - Staff	\$979,770.00	\$979,770.01	\$0.00	\$0.00	\$979,770.01	100.00	\$-0.01	\$0.00
0020	General Conditions	\$179,953.00	\$179,952.99	\$0.00	\$0.00	\$179,952.99	100.00	\$0.01	\$0.00
0030	General Requirements	\$504,517.00	\$504,516.99	\$0.00	\$0.00	\$504,516.99	100.00	\$0.01	\$0.00
0040	MEP Coordination	\$103,800.00	\$103,799.97	\$0.00	\$0.00	\$103,799.97	100.00	\$0.03	\$305.29
1000	Sitework	\$2,477,898.40	\$2,340,436.40	\$30,288.00	\$0.00	\$2,370,724.40	95.67	\$107,174.00	\$118,536.23
1005	Abatement	\$100,649.00	\$51,073.00	\$0.00	\$0.00	\$51,073.00	50.74	\$49,576.00	\$2,553.65
1010	Concrete	\$621,640.00	\$621,346.00	\$0.00	\$0.00	\$621,346.00	99.95	\$294.00	\$31,067.30
1020	Masonry	\$945,080.00	\$959,410.39	\$0.00	\$0.00	\$959,410.39	101.52	\$-14,330.39	\$47,970.53
1030	Structural & Misc Metals	\$1,075,403.00	\$1,074,685.00	\$0.00	\$0.00	\$1,074,685.00	99.93	\$718.00	\$53,734.25
1040	Finish Carpentry	\$340,488.00	\$334,121.00	\$0.00	\$0.00	\$334,121.00	98.13	\$6,367.00	\$16,706.05
1050	Architectural Woodwork	\$340,594.00	\$333,426.10	\$7,168.00	\$0.00	\$340,594.10	100.00	\$-0.10	\$17,029.71
1060	Roofing	\$319,623.00	\$284,613.00	\$10,875.00	\$0.00	\$295,488.00	92.45	\$24,135.00	\$14,774.40
1070	Joint Sealants	\$3,003.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$3,003.00	\$0.00
1080	Doors, Frames & Hardware	\$181,657.00	\$161,892.15	\$12,426.64	\$0.00	\$174,318.79	95.96	\$7,338.21	\$8,715.94
1090	Aluminum Windows & Entrances	\$738,934.00	\$724,574.00	\$0.00	\$0.00	\$724,574.00	98.06	\$14,360.00	\$36,228.71
1100	Drywall Framing/General Trades	\$2,140,569.00	\$2,145,530.19	\$-4,526.19	\$0.00	\$2,141,004.00	100.02	\$-435.00	\$53,525.12
1110	Tile	\$93,566.00	\$93,566.00	\$0.00	\$0.00	\$93,566.00	100.00	\$0.00	\$4,678.31
1120	Acoustical Ceilings	\$256,744.00	\$256,746.00	\$0.00	\$0.00	\$256,746.00	100.00	\$-2.00	\$69.70
1130	Flooring	\$211,772.00	\$211,772.00	\$0.00	\$0.00	\$211,772.00	100.00	\$0.00	\$10,588.61
1140	Painting	\$120,523.00	\$120,712.00	\$2,083.00	\$0.00	\$122,795.00	101.89	\$-2,272.00	\$8,595.65
1150	Specialties	\$44,258.00	\$15,890.00	\$0.00	\$0.00	\$15,890.00	35.90	\$28,368.00	\$0.00
1160	Visual Display Surfaces	\$13,800.00	\$10,805.05	\$2,994.95	\$0.00	\$13,800.00	100.00	\$0.00	\$690.00
1170	Signage	\$46,496.00	\$36,642.00	\$1,711.00	\$0.00	\$38,353.00	82.49	\$8,143.00	\$1,917.65
1180	Operable Partition	\$31,340.00	\$27,654.92	\$0.00	\$0.00	\$27,654.92	88.24	\$3,685.08	\$1,382.75
1190	Specialties - Vault	\$248,194.00	\$248,193.46	\$0.00	\$0.00	\$248,193.46	100.00	\$0.54	\$0.00
1200	Residential Appliance	\$4,400.00	\$0.00	\$4,400.00	\$0.00	\$4,400.00	100.00	\$0.00	\$220.00
1210	Window Treatments	\$29,624.00	\$29,624.00	\$0.00	\$0.00	\$29,624.00	100.00	\$0.00	\$1,481.20
1220	Elevator	\$109,624.00	\$109,624.00	\$0.00	\$0.00	\$109,624.00	100.00	\$0.00	\$0.00
1230	Fire Protection	\$221,545.00	\$222,545.00	\$0.00	\$0.00	\$222,545.00	100.45	\$-1,000.00	\$11,127.25
1240	Plumbing	\$239,278.00	\$238,278.00	\$0.00	\$0.00	\$238,278.00	99.58	\$1,000.00	\$11,913.90
1250	HVAC	\$1,152,399.00	\$1,136,552.48	\$0.00	\$0.00	\$1,136,552.48	98.62	\$15,846.52	\$0.31
1260	Electrical	\$1,934,636.00	\$1,914,421.58	\$20,717.70	\$0.00	\$1,935,139.28	100.03	\$-503.28	\$135,459.75

CONTINUATION SHEET

APPLICATION AND CERTIFICATE FOR PAYMENT ,
containing Contractor's signed Certification is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO: *DRAFT*

APPLICATION DATE : 11/1/2021

PERIOD TO: 10/31/2021

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D E		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE
			WORK COMPLETED			TOTAL COMPLETED AND STORED TO DATE (D + E + F)	% (G/C)		
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD					
1270	ALLOW - Building Directory	\$7,468.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$7,468.00	\$0.00
1280	ALLOW - All Glass Door Hardwar	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
1290	ALLOW - Abatement & Demo	\$-107,900.40	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$-107,900.40	\$0.00
1300	ALLOW - Onsite Soil Management	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
1310	ALLOW - Flagpole & Lighting	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$5,000.00	\$0.00
1320	ALLOW - Aggregate Piers Balanc	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00	\$0.00
1330	ALLOW - COVID-19	\$100,000.00	\$30,578.51	\$0.00	\$0.00	\$30,578.51	30.58	\$69,421.49	\$867.51
1340	ALLOW - Premium Time	\$25,213.00	\$1,286.00	\$0.00	\$0.00	\$1,286.00	5.10	\$23,927.00	\$64.30
1350	ALLOW - Weeked/Off Hr Super	\$62,400.00	\$38,400.00	\$0.00	\$0.00	\$38,400.00	61.54	\$24,000.00	\$1,920.00
1360	P&P Bond	\$40,167.00	\$33,812.00	\$6,355.00	\$0.00	\$40,167.00	100.00	\$0.00	\$0.00
1370	General Liability Insurance	\$126,613.00	\$121,605.01	\$5,007.99	\$0.00	\$126,613.00	100.00	\$0.00	\$0.00
1390	Contingency	\$168,456.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$168,456.00	\$0.00
1400	CM Fee	\$418,830.00	\$362,601.77	\$56,228.23	\$0.00	\$418,830.00	100.00	\$0.00	\$0.00
1410	Adjustment	\$-2.00	\$-2.00	\$0.00	\$0.00	\$-2.00	100.00	\$0.00	\$0.00
		\$16,719,022.00	\$16,121,454.97	\$155,729.32	\$0.00	\$16,277,184.29	97.36	\$441,837.71	\$592,124.07

Building Committee

2022 Meeting Schedule

Meetings are held the first Thursday of the month

Putnam Municipal Complex

At 6:00 PM in Room 201

January 6, 2022

February 3, 2022

March 3, 2022

April 7, 2022

May 5, 2022

June 2, 2022

July 7, 2022