

Municipal Complex Building Committee Agenda
October 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/91728649684>

Meeting ID: 917 2864 9684
+1 646 558 8656 US (New York)

1. Call to Order
2. Approval of Minutes
 - A. Minutes from September 2, 2021 Municipal Complex Building Committee Meeting
 - B. Minutes from September 14, 2021 Special Municipal Complex Building 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
5. Public Participation
6. Adjournment

To Be Approved
Municipal Complex Building Committee Meeting
September 2, 2021
Putnam Municipal Complex
Also via Zoom Meeting ID# 951 3782 4605

TOPIC	DISCUSSION		
PRESENT:	Chairman Osbrey, Vice Chairman Coderre, Member Rawson, Member Heydecker, Member Gagnon and Member Rawson		
ABSENT:	Member Dignam		
1.	Call to Order	Chairman Osbrey called the meeting to order at 6:06 PM	
2.	Approval of the Minutes	A.	<p>Minutes from August 5, 2021 Municipal Complex Building Committee Meeting</p> <p>Vice Chairman Coderre made a motion to approve the minutes of the August 5, 2021 Municipal Complex Building Committee Meeting as presented. The motion was seconded by Member Rawson and passed unanimously.</p>
3.	Old Business	A.	<p>Accompanying Project Items</p> <p>1. Fiber No update since the last meeting.</p> <p>2 IT/Data Town Administrator Sistare reported that Novus has been on site working with staff to get everyone up and running. WIFI connections appear to be strong .</p> <p>3. Furniture and Décor Town Administrator Sistare stated some of the furniture for the Town Hall was received damaged. W.B. Mason is working on the</p>

			<p>replacement of those items, but the lead time is 2+ months. The Library furniture will be delivered next week, with an anticipated Library opening of September 20th. The conference room table should be completed in late September, early October.</p> <p>4. Library Grant No update until project is complete.</p>
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4.	New Business	A.	<p>Owner Update</p> <p>Member Rawson made a motion to approve change orders #74, 75, 79, 83, 86 and 90 in the amount of \$15,597.00. The motion was seconded by Member Heydecker and passed unanimously.</p> <p>Tentative grand opening date of October 23rd. Town Administrator Sistare and staff will develop a program and bring to Building Committee for approval.</p>
		B.	<p>Architect Design Update</p> <p>The Committee discussed the plaque. Town Administrator Sistare will contact Graphics Unlimited. The Committee would like to have the colors and size match the directory.</p>
		C.	<p>Construction Manager Update</p> <p>Member Gagnon made a motion to approve the CM requisition in the amount of \$ 726,385.55. The motion was seconded by Vice Chairman Coderre and passed unanimously.</p> <p>The Committee discussed the punch list with Downes & LLB. Concerns regarding contract document specifications were raised by Member Heydecker. The Committee will allow time for Downes to rectify issues. The Committee will meet again in a couple weeks to review the updated punch list.</p>

5.	Public Participation		None
6.	Adjournment		Member Heydecker made a motion to adjourn at 7:38 PM. The motion was seconded by Member Gagnon and passed unanimously.

To Be Approved
TOWN OF PUTNAM
Special MUNICIPAL COMPLEX BUILDING COMMITTEE Meeting
208 School Street, Putnam, CT and
Via Zoom meeting ID: 946 413 08427

TOPIC		DISCUSSION
PRESENT:	Chairman Osbrey, Vice Chairman Coderre, Member Rawson, Member Dignam, Member Heydecker. Ad Hoc Members Sistare and Colwell	
ABSENT:	Member Gagnon	
1.	Call to Order	Chairman Osbrey called the meeting to order at 5:04 PM
2.	Grand Opening Program	The Committee reviewed the sample program and suggested additional items. The program will be reviewed again at the next meeting.
3.	Executive Session	<p>Strategy and negotiations</p> <p>Member Rawson made a motion to go into executive session at 5:33 PM, inviting in Town Administrator Sistare, Library Director Colwell and Mayor Seney. The motion was seconded by Member Dignam and passed unanimously.</p> <p>The Committee came out of Executive Session at 6:44 PM.</p>
4.	Adjournment	Member Rawson made a motion to adjourn at 6:45 PM. The motion was seconded by Member Heydecker and passed unanimously.

Change Events

Status : Open, Pending

#	Title	Scope	Type	Reason	Status	Origin	ROM	Prime Totals	Commitment Totals	RFQs	Commitment COs	Prime PCOs
014	PR-02 Hardware Revisions	In Scope	Contingency	Design development	Pending		\$6,200.00	\$6,200.00				PCO #14
021	PR-03 - Shade Changes	Out of Scope	Owner Change		Pending		-\$5,579.00	-\$5,579.00				PCO #21
089	Reconcile Unused Allowance	Out of Scope	Owner Change	Allowance	Pending		-\$10,000.00	-\$10,000.00		1		PCO #89
091	Added Lighting at Library	Out of Scope	Owner Change	Design development	Open		\$13,612.00	\$0.00				
092	Added Shelving in Closets and Counter at EOC	Out of Scope	Owner Change	Client request	Open		\$0.00	\$0.00				
093	Added Lav Guards at P1 Bathroom Sinks	Out of Scope	Owner Change	Client request	Pending		\$611.00	\$611.00		1		PCO #93
094	Additional Millwork Item per Returned Submittal	Out of Scope	Owner Change	Design development	Pending		\$5,409.00	\$5,409.00				PCO #94
095	H Carr Allowance Reconciliation	Out of Scope	Owner Change	Allowance	Pending		-\$5,000.00	-\$5,000.00		1		PCO #95
096	Credit for Acoustical Caulking	In Scope	Owner Change	Backcharge	Pending	MTG#30: OAC Meeting	-\$6,909.00	-\$6,909.00				PCO #96
097	DOT Requirements at South Entrance	Out of Scope	Owner Change	Existing condition	Pending	MTG#32: OAC Meeting	\$31,883.00	\$31,883.00				PCO #97
098	Gerber Construction Allowance Reconciliation	Out of Scope	Owner Change	Allowance	Pending		-\$15,350.00	-\$15,350.00				PCO #98
099	Sarnafil Warranty Requirements at Library Roof	In Scope	Contingency	Design development	Pending	MTG#32: OAC Meeting	\$24,700.00	\$24,700.00				PCO #99
100	Added Power & Data at Locations Requested by the Town	TBD	Owner Change	Client request	Open	MTG#32: OAC Meeting	\$0.00	\$0.00				
101	Revise Signage at WPCA	Out of Scope	Owner Change	Client request	Open		\$0.00	\$0.00				
102	Add Relays at ADA Automatic Door Openers	Out of Scope	Owner Change	Client request	Open		\$0.00	\$0.00				
Report Grand Totals							\$39,577.00	\$25,965.00				

October 7, 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>279,815</u>	
Total Revised GMP	\$	16,629,222	
Pending/Approximate Change Order Requests	\$	<u>(4,935)</u>	
Total Anticipated GMP			\$ 16,624,287
Construction Manager's Construction Contingency	\$	473,582	included in above/GMP
Approved COPs	\$	275,338	
Pending COPs	\$	<u>30,900</u>	
Remaining CM Contingency			\$ 167,344
Owner's Contingency	\$	350,000	
Approved COs	\$	279,815	
Pending PCOs	\$	<u>(4,935)</u>	
Remaining Owner Contingency			\$ 75,120
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 Completed

- Temporary Certificate of Occupancy
- Glass at Transaction Windows
- Children's Wall Millwork
- Commissioning

II.) Work In Progress

- Projection Screen and Lectern at Meeting Room
- Punchlist
- Final Certificate of Occupancy Walkthroughs

C. Critical Items / Items for Discussion

- Sarnafil Roof Warranty
- DOT Requirements at School St.

2. Action Items

A. PCO Approvals.

- PCO #14 – PR-02 Hardware Revisions– **\$6,200** – In Scope/CM Contingency
- PCO #21 – PR-03 - Shade Changes – **(\$5,579)** – Out of Scope/Owner Contingency
- PCO #89 – Reconcile Concrete Allowance- **(\$10,000)** – Out of Scope/Owner Contingency
- PCO #93 – Add Lav Guards at Bathroom Sinks- **\$611** - Out of Scope/Owner Contingency
- PCO #94 – Addtl Millwork from Submittal– **\$5,409** – Out of Scope/Owner Contingency
- PCO #95 – H. Carr Allowance Reconciliation– **(\$5,000)** – Out of Scope/Owner Contingency
- PCO #96 – Credit for Acoustical Caulking– **(\$6,909)** – Out of Scope/Owner Contingency
- PCO #97 – Added DOT Requirements – **\$31,833** – Out of Scope/Owner Contingency
- PCO #98 – Reconcile Sitework Allowance- **(\$15,350)** – Out of Scope/Owner Contingency
- PCO #89 – Reconcile Concrete Allowance- **(\$10,000)** – Out of Scope/Owner Contingency
- PCO #99 – Sarnafil Warranty Requirements- **\$24,700** – In Scope/CM Contingency

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

- Owners Contingency Out-of-Scope = **(\$4,935)**
- GMP Allowance Reallocation = \$0
- Construction Managers Contingency = \$30,900

C. September Requisition Approvals

- September 2021 AIA Payment Application #21 - \$246,650.80