

Municipal Complex Building Committee Agenda
December 2, 2021 @ 6:00 PM
Putnam Municipal Complex
Conference Room # 109
200 School Street
Putnam, CT 06260
Also available via Zoom

Join Zoom Meeting
<https://zoom.us/j/92981560692>

Meeting ID: 929 8156 0692
+1 646 558 8656 US (New York)

1. Call to Order
2. Approval of Minutes
 - A. Minutes from November 4, 2021 Municipal Complex Building Committee Meeting
3. Old Business
 - A. Accompanying Project Items
 1. 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. Executive Session – Strategy & Negotiations
7. Adjournment

To Be Approved
November 4, 2021
TOWN OF PUTNAM
MUNICIPAL COMPLEX BUILDING COMMITTEE
208 School Street, Putnam, CT and
Via Zoom meeting ID: 92311327965

TOPIC	DISCUSSION
PRESENT:	Chairman Osbrey, Member Heydecker, Member Gagnon, Member Rawson. Ad Hoc Members, Mayor Seney, Town Administrator Sistare, Library Director Colwell.
ABSENT:	Vice Chairman Coderre, Member Dignam
1.	Call to Order Chairman Osbrey called the meeting to order at 6:02 PM
2.	Approval of the Minutes A. Minutes from October 7, 2021, Municipal Complex Building Committee Meeting B. Minutes from October 28, 2021, Special Municipal Complex Building Committee Meeting Correction to the minutes from October 7, 2021, Municipal Complex Building Committee Meeting. Minutes should read that the meeting was called to order by Chairman Osbrey and not Vice Chairman Coderre. Member Heydecker made a motion to approve the amended minutes from the October 7, 2021, Municipal Complex Building Committee Meeting and the minutes from the October 28, 2021, Municipal Complex Building Committee Meeting. The motion was seconded by Member Rawson and passed unanimously.
3.	Old Business A. Accompanying Project Items 1. Fiber Completed – will remove from future agendas 2. IT/Data Ongoing training for new equipment 3. Furniture and Décor Town Administrator Sistare stated that there we are waiting for some Furniture and additional orders. 4. Library Grant

		Town Administrator Sistare stated she will be applying for the remaining grant funding.
4.	New Business	<p>A. Owner Update Member Gagnon made a motion to approve change orders #110 and # 111. The motion was seconded by Member Heydecker and passed unanimously.</p> <p>B. Architect Design Update</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 \$267,636.82. The motion was seconded by Member Rawson and passed unanimously.</p> <p>D. Proposed 2022 Meeting Schedule Member Rawson made a motion to approve the Proposed 2022 Meeting Schedule The motion was seconded by Member Gagnon and passed unanimously.</p>
5.	Public Participation	<p>None</p> <p>Member Rawson made a motion to enter into Executive Session at 6:43PM, inviting in Town Administrator Sistare, Mayor Seney and Library Director Colwell. The motion was seconded by Member Gagnon and passed unanimously.</p> <p>The Committee came out of Executive Session at 7:33 PM. No votes were taken during Executive Session.</p>
6.	Adjournment	Member Gagnon made a motion to adjourn at 7:34 PM. The motion was seconded by Member Heydecker and passed unanimously.

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:

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: 11/29/2021 4:27:15PM

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	<u>\$16,349,407.00</u>
2. Net change by Change Orders	<u>\$369,615.00</u>
3. CONTRACT SUM TO DATE (Line 1 +/- 2).....	<u>\$16,719,022.00</u>
4. TOTAL COMPLETED & STORED TO DATE	<u>\$16,333,253.37</u>
(Column G on Continuation Sheet)	
5. RETAINAGE:	
a. 2.01% of Completed Work	<u>\$327,576.09</u>
(Column D + E on Continuation Sheet)	
b. 0.00% of Stored Material	<u>\$0.00</u>
(Column F on Continuation Sheet)	
Total Retainage (Lines 5a + 5b or	<u>\$327,576.09</u>
Total in Columns I on Continuation Sheet)	
6. TOTAL EARNED LESS RETAINAGE	<u>\$16,005,677.28</u>
(Line 4 Less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	
(Line 6 from prior Certificate).....	<u>\$15,685,060.22</u>
8. CURRENT PAYMENT DUE	<u>\$320,617.06</u>
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 Less Line 6)	<u>\$713,344.72</u>

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 \$320,617.06

(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 : 11/29/2021

PERIOD TO:

ARCHITECT'S PROJECT NO:

A	B	C	D		E	F	G		H	I			
			WORK COMPLETED				MATERIALS PRESENTLY STORED (NOT IN D OR E)	TOTAL COMPLETED AND STORED TO DATE (D + E + F)			% (G/C)	BALANCE TO FINISH (C - G)	RETAINAGE
			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	\$2,427,059.40	\$2,370,724.40	\$0.00	\$0.00	\$2,370,724.40	97.68	\$56,335.00	\$0.00				
1005	Abatement	\$51,073.00	\$51,073.00	\$0.00	\$0.00	\$51,073.00	100.00	\$0.00	\$2,553.65				
1010	Concrete	\$621,346.00	\$621,346.00	\$0.00	\$0.00	\$621,346.00	100.00	\$0.00	\$31,067.30				
1020	Masonry	\$959,440.00	\$959,410.39	\$0.00	\$0.00	\$959,410.39	100.00	\$29.61	\$0.00				
1030	Structural & Misc Metals	\$1,072,865.00	\$1,074,685.00	\$-6,460.00	\$0.00	\$1,068,225.00	99.57	\$4,640.00	\$0.00				
1040	Finish Carpentry	\$337,640.00	\$334,121.00	\$0.00	\$0.00	\$334,121.00	98.96	\$3,519.00	\$16,706.05				
1050	Architectural Woodwork	\$340,594.00	\$340,594.10	\$0.00	\$0.00	\$340,594.10	100.00	\$-0.10	\$0.00				
1060	Roofing	\$319,623.00	\$295,488.00	\$23,760.00	\$0.00	\$319,248.00	99.88	\$375.00	\$15,962.40				
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	\$174,318.79	\$0.00	\$0.00	\$174,318.79	95.96	\$7,338.21	\$8,715.94				
1090	Aluminum Windows & Entrances	\$724,574.00	\$724,574.00	\$0.00	\$0.00	\$724,574.00	100.00	\$0.00	\$36,228.71				
1100	Drywall Framing/General Trades	\$2,140,835.00	\$2,141,004.00	\$0.00	\$0.00	\$2,141,004.00	100.01	\$-169.00	\$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	\$122,795.00	\$122,795.00	\$0.00	\$0.00	\$122,795.00	100.00	\$0.00	\$2,455.89				
1150	Specialties	\$44,258.00	\$15,890.00	\$28,368.00	\$0.00	\$44,258.00	100.00	\$0.00	\$1,418.40				
1160	Visual Display Surfaces	\$13,800.00	\$13,800.00	\$0.00	\$0.00	\$13,800.00	100.00	\$0.00	\$690.00				
1170	Signage	\$46,496.00	\$38,353.00	\$0.00	\$0.00	\$38,353.00	82.49	\$8,143.00	\$534.85				
1180	Operable Partition	\$31,340.00	\$27,654.92	\$3,685.08	\$0.00	\$31,340.00	100.00	\$0.00	\$1,567.00				
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	\$4,400.00	\$0.00	\$0.00	\$4,400.00	100.00	\$0.00	\$220.00				
1210	Window Treatments	\$31,214.00	\$29,624.00	\$0.00	\$0.00	\$29,624.00	94.91	\$1,590.00	\$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	\$-1,000.00	\$0.00	\$221,545.00	100.00	\$0.00	\$0.00				
1240	Plumbing	\$239,278.00	\$238,278.00	\$2,216.00	\$0.00	\$240,494.00	100.51	\$-1,216.00	\$110.80				
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	\$1,930,200.00	\$1,935,139.28	\$5,500.00	\$0.00	\$1,940,639.28	100.54	\$-10,439.28	\$135,844.75				

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 : 11/29/2021

PERIOD TO:

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	\$-1,497.40	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$-1,497.40	\$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	\$40,167.00	\$0.00	\$0.00	\$40,167.00	100.00	\$0.00	\$0.00
1370	General Liability Insurance	\$126,613.00	\$126,613.00	\$0.00	\$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	\$418,830.00	\$0.00	\$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	\$16,277,184.29	\$56,069.08	\$0.00	\$16,333,253.37	97.69	\$385,768.63	\$327,576.09



Downes Construction Company
 200 Stanley St
 New Britain, Connecticut 06051
 Phone: (860) 229-3755
 Fax: 860 225-3617

Project: 25-01-0386 - Putnam Municipal Complex
 208 School Street
 Putnam, Connecticut 06260

Prime Contract Potential Change Order #108: Check Valve Replacement

TO:	Town of Putnam 126 Church Street Putnam, Connecticut 06260	FROM:	Downes Construction Company 200 Stanley St New Britain, Connecticut 06051
PCO NUMBER/REVISION:	108 / 0	CONTRACT:	25-01-0386 - Putnam Municipal Building
REQUEST RECEIVED FROM:		CREATED BY:	Anthony DiMauro (Downes Construction Company)
STATUS:	Pending - In Review	CREATED DATE:	11/22/2021
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$1,216.00

POTENTIAL CHANGE ORDER TITLE: Check Valve Replacement

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

Replace the specified check valves on the hot water circulation loops to prevent the water hammering currently being experienced.

ATTACHMENTS:

#	Budget Code	Description	Amount
1	001.09-300.S Construction.Tile.Subcontractor	Tile	\$1,216.00
Grand Total:			\$1,216.00

LLB Architects (LLB Architects)
 161 Exchange Street
 Pawtucket, Rhode Island 02860

Town of Putnam
 126 Church Street
 Putnam, Connecticut 06260

Downes Construction Company
 200 Stanley St
 New Britain, Connecticut 06051

 SIGNATURE DATE

 SIGNATURE DATE

 SIGNATURE DATE

CHANGE ORDER PROPOSAL WORKSHEET

Change Order Proposal No.:

Date: 10/27/2021

Company: HHS mechanical

PROJECT Putnam municipal

Contractor: Downs Construction

OWNER Town of Putn

PROJECT NAME municipal

Change check valves in HW recirc loop to in line spring loaded

Quant.	Unit	Description of Material and Equipment	Unit Cost	Total
lot		Materials (see attached take off)		\$ 343.69
		insulation		\$ 25.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Line #1		Material Subtotal		\$ 368.69

No. of Workers	Labor Classification	Hours	Base Rate	Tax	Fringe	Pension	Wrkrs Comp.	Total Rate	Total
	Pipefitter							\$ 84.95	\$ -
1	Foreman	8						\$ 86.14	\$ 689.12
	Fitter OT								\$ -
	Foreman OT								\$ -
								\$ -	\$ -
								\$ -	\$ -
Line #2									\$ 689.12

Line #3	Total Labor and Materials	\$ 1,057.81
----------------	----------------------------------	--------------------

Line #3 Amnt	Overhead and Profit % Mark-up on Own Work	Allow %	Applicable %	Total
\$ 1,057.81	\$0.00 to \$5,000		15%	\$ 158.67
\$ -	\$5,001 to \$15,000	15%	15%	\$ -
\$ -	\$15,001 to \$25,000	15%	15%	\$ -
		12%	12%	\$ -
Line #4	Total Mark-up on Contractor's Own Work			\$ 158.67

Subcontractor Cost (from attached proposed change order form)		
Trade	Name of Subcontractor	Total
Line #5	Subcontractor Total	\$ -

Line #6	General Contractor's Mark-up on Subcontractor Work	5%	\$ -
----------------	---	-----------	-------------

Line #7	Total Proposed Change Order Amount	\$ 1,216.48
----------------	---	--------------------

SUMMARY TOTALS

Job: Putnam HW check valves

Systems: wtr

Floors: 1

Drawings: M1

Areas: Entire Job Area

	Qty or Length	Material Costs \$	Labor Hours	Weight
PIPING				
Copper L-Hard, Cmpr	10	\$74.08	0.0	4
TOTAL PIPING	10	\$74.08	0.0	4
FITTINGS				
Wrot Copper Pro-Press, Cmpr	8	\$39.04	0.0	0
Copper Pro-Press Couplings	4	\$19.71	0.0	0
TOTAL FITTINGS	12	\$58.75	0.0	0
VALVES				
Viega Ball Valves, PFIT	1	\$34.42	0.0	0
Viega Check Valves, PFIT	4	\$149.02	0.0	0
TOTAL VALVES	5	\$183.44	0.0	0
SPECIALTIES				
TOTAL SPECIALTIES	0	\$0.00	0.0	0
HANGERS AND SUPPORTS				
CONNECTIONS	17	\$27.42	0.0	0
SLEEVES	0	\$0.00	0.0	0
FLASHINGS	0	\$0.00	0.0	0
CUT STRUCTURAL OPENINGS	0	\$0.00	0.0	0
EQUIPMENT	0	\$0.00	0.0	0
GAUGES	0	\$0.00	0.0	0
PLUMBING FIXTURES	0	\$0.00	0.0	0
PIPE CUTS	0	\$0.00	0.0	0
TRENCHING	0	\$0.00	0.0	0
SPECIAL ITEMS	0	\$0.00	0.0	0
INSULATION	0	\$0.00	0.0	0
ASSEMBLY LABOR	0	\$0.00	0.0	0
SUPPORT FUNCTIONS	0	\$0.00	0.0	0
TOTALS		\$343.69	0.0	4
INSULATION	0	\$0.00	0.0	0

Line	Size	Conn	Qty	Piece	InstLTagCo
------	------	------	-----	-------	------------

Copper L-Hard Pipe, Cmpr
Wrot Copper Pro-Press Fittings
Insulation: Bare

1	Current Job Spec: 1				
2	New Size: 3/4				
3	Floor: 1				
4	Drawing: M1				
5	Area: Entire Job Area				
6	3/4	PFIT	1	Viega 2970 Bronze PH Ball Valve PxP	1.00
7	3/4	Cmpr	10	Pipe	1.00
8	3/4	Cmpr	8	90D Elbow CxC	1.00
9	3/4	PFIT	4	Viega 2974 Bronze Check Valve PxP	1.00
10	3/4	Cmpr	4	Copper Pro-Press Coupling W/Stop CxC	1.00
11	Drawing Scale: 1/8				