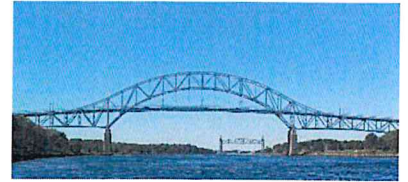


Board of Selectmen Meeting Notice AGENDA



Date

August 2, 2022

Time

5:30 PM

Location

Bourne Veterans' Community Building – Rm 2
239 Main St., Buzzards Bay
Or virtually (see information below)

Zoom Meeting ID: 869 5775 5505 Password: 529740

All items within the meeting agenda are subject to deliberation and vote(s) by the Board of Selectmen.

5:30 PM Call Public Session to Order in Open Session

1. Moment of Silence to recognize our Troops and our public safety personnel
2. Salute to the Flag
3. Vision: Bourne is a proud community that embraces change while respecting the rich heritage of the town and its villages. It is a municipality based on strong fiscal government with a durable economy that recognizes the rights of all citizens, respects the environment, especially the coastal areas of the community and the amenities that it affords. Bourne embraces excellent education, and offers to citizens a healthy, active lifestyle.
4. Mission: Bourne will maximize opportunities for social and economic development while retaining an attractive, sustainable and secure coastline and environment for the enjoyment of residents and visitors. Through responsible and professional leadership and in partnership with others, Bourne will strive to improve the quality of life for all residents living and working in the larger community.
5. Public Comment on Non-Agenda Items - Public comments are allowed for up to a total of 12 minutes at the beginning of each meeting. Each speaker is limited to 3 minutes for comment. Based on past practice, members of the Board are not allowed to comment or respond.
6. Selectmen's Business
 - Discussion and possible vote to accept the recommendation of the South Side Fire Station Committee to appoint Pomroy Associates to serve as the Owner's Project Manager(OPM) for the project.
 - Discussion and possible vote to authorize the Town Administrator to enter into contract negotiations with Pomroy Associates to serve as the OPM for the South Side Fire Station project.
7. Minutes: 7/20/21
8. Next Selectmen's meeting
 - August 9th - Public Meeting for Phase II of the CWMP
 - August 12th - Selectmen's retreat
 - August 16th - Selectmen's meeting – regular business

9. Adjourn

RECEIVED
TOWN CLERK BOURNE
JUL 29 AM 11:21

South Side Fire Station
Building Committee

Mr., Peter Meier, Chairman
Board of Selectmen
24 Perry Ave.
Buzzards Bay, MA 02532

July 26, 2022

Chairman Peter Meier,

On Monday July 25th, 2022, the Southside Fire Station Building Committee interviewed two companies to serve as the owner's project manager for the Southside Fire Station. We found both companies to be highly experienced and professional. We interviewed Pomroy associates of East Bridgewater and Colliers of Boston.

As a result of these interviews, the committee has unanimously recommended Pomroy Associates to be the owners project manager. Pomroy Associates made a detailed presentation that included their extensive experience in providing services to the public safety sector of municipal government. They have numerous recent projects that have been successfully completed on Cape Cod and the surrounding area and their references are excellent. We were confident that because the Co-owners will be directly involved in the oversight of our project, that they will be providing personal service to both the committee and the town. Pomroy associates also has experience in assisting communities in both sighting and acquisition of construction sites.

Respectfully submitted,

A. Wayne Sampson,
Chair

Recommendation



Town of
BOURNE *Massachusetts*

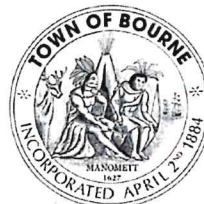
“Fire and Rescue Substation Project – OPM RFQ”

Prepared By:

PA
pomroy
associates

Pomroy Associates LLC
49 Bedford St.
P.O. Box 445
East Bridgewater, MA 02333
Office: 508.456.4232

Prepared For:



Town of Bourne
Ms. Marlene McCollem
Town Administrator
24 Perry Avenue
Buzzards Bay, MA 02532



July 7, 2022

Town of Bourne

Ms. Marlene McCollem
Town Administrator
24 Perry Avenue
Buzzards Bay, MA 02532

RE: "Fire and Rescue Substation Project – OPM RFQ"

Dear Ms. McCollem and OPM Selection Committee,

It is our pleasure to submit to you Pomroy Associates' ("PA") Response to RFQ for OPM Services for the Bourne Fire and Rescue Substation Project for your consideration. PA acknowledges and confirms that it meets all of the required qualifications noted in the RFQ and information addressing these items can be found herein.

Overview

Pomroy Associates is a Limited Liability Company established in 2003 engaged in the practice of providing project management services for the construction and supervision of construction of buildings, including its staff, and all its sub-consultants. The LLC operates out of its main office in East Bridgewater at 49 Bedford Street. Our principal business is providing Owner's Project Management ("OPM"), Clerk of the Works ("Clerks"), and Construction Financial and Document Analysis Services to Owners and municipalities in both the public and private sectors with a specialization & competitive advantage in public safety facilities.

We understand that the Town is interested in procuring an OPM to represent the Owner through the feasibility study and schematic design of a new fire substation (including assisting the Town with site acquisition negotiations and designer selection) with future design and construction to follow (pending further Town Meeting approval) as outlined in the RFQ. We have thoroughly reviewed the documentation provided to gain an understanding of the main goals and objectives for the new facility. PA has been involved with numerous projects from this stage and we have the appropriate qualifications/experience to serve in this capacity.

Previous Project Experience

PA has performed OPM services for numerous Chapter 149 public building projects and the public safety culture is inherent in our history and current workload. A few examples of our recently completed public safety projects include Brewster Fire & Rescue Headquarters, Sandwich Public Safety – Police and Fire, Chatham Fire & Rescue Headquarters, Wellfleet Police Station, Orleans Police Station, and the Dartmouth Police Headquarters.

PA is also currently overseeing the design and feasibility studies for several fire headquarters, fire substations, and combined police and fire facilities including:

- Abington Fire Station
- Southbridge Fire Station
- Hanover Fire Substation
- Plymouth Fire Station #2 Phase II
- Plymouth Fire Stations #4 & #5 Renovation/Expansion
- Stoughton Fire Stations (Station #1 Renovation & Freeman St Headquarters)
- Raynham Public Safety



➤ ***Additional information regarding these projects and many others can be found throughout our response.***

When it comes to Public Safety projects, we at PA feel that we have a true competitive advantage as this has been a sector, we have focused our efforts on over the past 19 years, and we are very excited about the opportunity presented with this project. Having recently overseen the design and construction of numerous fire facilities, we would be able to provide valuable insight to ensure the Bourne Fire and Rescue Substation is constructed to meet both the needs of the Town and the Departments it would serve.

Key Management Personnel

The team at PA represents a diverse group of professionals from the architectural, construction and finance industries that are ideally suited to provide the Bourne Fire and Rescue Substation Project with superior

MINIMUM QUALIFICATIONS & SUBMITTAL REQUIREMENTS

For ease of your review, we have listed your RFQ Minimum Qualifications & RFQ Submittal Requirements in order, with information addressing each element and/or re-directing you to the location in our response where the information can be found.

Minimum Qualifications

Pomroy Associates acknowledges that we have read the Request for Qualifications and that we meet all minimum qualifications including those identified below;

1. **Experience** - Richard Pomroy will serve as the Project Director for the duration of your project. While not a registered architect or engineer, Richard Pomroy has over 30 years in the in the supervision of construction and design of public buildings of buildings of similar size and scope of complexity. We acknowledge Rick has the appropriate knowledge and experience to serve in this capacity.
➤ *Please see item #4 below and our completed DSB Form (Tab 7) for examples of past projects. Additional information regarding the staffing to be utilized on this project and their experience/qualifications can be found in Tab 5 along with full resumes.*
2. **Knowledge of Massachusetts Codes, Regulations, and Acts** – PA is thoroughly knowledgeable with Massachusetts State Building Code, regulations of the Architectural Barriers Board, regulations related to the Americans with Disabilities Act, and all other pertinent codes and regulations related to the successful completion of projects. The proposed Senior Project Manager and Project Manager carry unrestricted Massachusetts Construction Supervisors Licenses and are fully versed in the current edition of the Massachusetts Building Code. The Team at PA has represented numerous Towns/Municipalities which have adopted the Stretch Energy Code. In the case of our projects, the Stretch Energy Code did not apply as the projects were below the threshold stipulations for the code. However, PA has completed numerous projects which have benefited from the Green Communities grants, Cape Light Compact incentives, and LEED incentives. PA has completed (2) LEED Silver projects and currently has (1) LEED Silver project awaiting certification.
3. **Knowledge of Procurement Laws, Regulations, Policies, and Procedures** –The Team at PA has successfully managed several municipal projects through the Massachusetts General Law, Chapter 149 public bidding process and is thoroughly knowledgeable with the Massachusetts’s construction procurement laws, regulations, policies, procedures, and amendments. Plus, several members have been certified with the Commonwealth of Massachusetts Office of the Inspector General in the MA Certified Public Purchasing Official Program (MCPPO) for Project Designers and Owner’s Project Managers. Copies of the applicable certifications can be found in Tab 5.

PA has been responsible for the procurement and coordination of various Owner vendor items and services on every project that we have overseen as OPM including, but not limited to, the following:

- | | |
|------------------------------|-------------------------------|
| • Temporary Facilities | • Radios/Radio Consultant |
| • Furniture | • Wireless Systems |
| • Security Systems | • Internal Network Systems |
| • Telephone Systems | • Commissioning |
| • Audio/Visual | • Land Permitting & Surveying |
| • Training Tools & Equipment | • Utilities |

PA has also completed the mandatory prequalification process for General Contractors and Subcontractors to bid on projects estimated at over \$10M pursuant to M.G.L. c. 149, §§ 44A through 44J including the Norwell Public Library, the Dartmouth Police Station, the Sandwich Public Safety, and the Sandwich Center for Active Living Projects.

4. **Prior Experience** – Evidence of PA’ experience with public projects of similar nature can be found in Tab 3 along with contact references. Below is a small sampling of our references from previously completed public safety projects (within the last 5 years). Additional references can be found throughout our proposal and our DSB Form (Tab 7).



PREVIOUS PROJECT EXPERIENCE

Overview of Recent Project History & Public Safety Experience

Pomroy Associates core business is providing Owner's Project Management services to Massachusetts Municipalities and we have established a strong presence throughout Massachusetts including, but not limited to, the following public projects:

- Brewster Fire Headquarters
- Lakeville Police Station
- Southeastern MA Regional Comms Center
- Chatham Fire & Rescue Headquarters
- Plymouth Emergency Operations Center
- Orleans Police Station
- Wellfleet Police Station
- Dartmouth Police Station
- North Plymouth Fire Station
- Freetown Police Station
- Sandwich Public Library
- Sandwich Public Safety Complex (Police, Fire #2, & Fire #3)
- Mashpee Public Library
- Norwell Public Library
- Dighton Police Station
- Norwell Police Station
- Gay Head Lighthouse Relocation

➤ ***Please see our project history chart in the following pages for more information regarding project size and scope.***

Over the past 10 years, PA has completed 17 major projects (over \$1.5M), the majority of which have been completed within the last 5; however, at PA, we do not focus on volume of projects, we concentrate on quality projects and effective Project Management and only go after projects that we can successfully handle within our existing and projected workload.

When it comes to Public Safety projects, we at PA feel that we have a true competitive advantage as this has been a sector, we have focused our efforts on over the past decade; in the past 10 years we have completed 13 public safety facilities and have several more in design at this time including Abington Fire Station, Southbridge Fire Station, Plymouth Fire Station #2 (Phase II), Plymouth Fire Station #4, and the Stoughton Fire Stations Project (renovation of an existing fire station and a new fire headquarters). PA is also currently serving as the OPM for the feasibility study of the Raynham Public Safety Project (a combined police and fire facility), Plymouth Fire Station #5, and a new fire substation in Hanover.

Having overseen the design and construction of numerous public safety facilities, PA has current knowledge of the following elements that are critical to their design, construction, and operation:

- | | |
|----------------------------|-------------------------------|
| ✓ Safety/ Decontamination* | ✓ Operations |
| ✓ Security | ✓ Adjacencies |
| ✓ Alerting & Response Time | ✓ Budgetary Understanding |
| ✓ Integrated Technology | ✓ Circulation & Linear Design |
| ✓ Equipment | ✓ Consultants |

*Having real time experience involved with the critical design elements of public safety facilities, and in particular Fire Station facilities, is of the utmost importance when designing and planning. The significance of the knowledge highlighted above cannot be understated when considering the health and wellbeing of the fire fighters, support staff and the public. The Team at PA stresses the importance of establishing the Hot, Cold and Transition Zones for "return from call" decontamination and safe transitioning into the facility.

Past Performance & Statement on Legal Proceedings

In our 19-year history we have not had (1) public or private project which has been over budget or not completed within an appropriate timeline. There have been instances where the construction schedules necessitated adjustments or changes because of weather, project changes and/or unforeseen conditions, but in all instances the schedule impacts were kept to a minimum and had little to no effect to the overall budget. Also, we have had no accidents or safety violations, and our projects have not been involved with any legal actions. As far as litigation, neither Pomroy Associates LLC nor members of Pomroy Associates LLC have been debarred, the subject of legal proceedings, arbitration demands, complaints or legal administrative proceedings, which is a direct result of our management approach.

➤ **Please see our project history chart in the following pages.**

Completed Projects Over \$1.5M

Name & Location	Client	Role & Responsibilities	Building Use & Const. Type	Completion Date	Delivery Method	Sq Ft	Total Project Value	Construction Value	Reference Name and Contact Info	Additional Comments
Dartmouth Police Headquarters Dartmouth, MA	Town of Dartmouth	Full OPM & Clerk-of-the-Works responsibilities from Designer Selection through Construction and End User Turnover. Project Highlights; • Separate demolition of an existing school building	Police Headquarters, New	Sept, 2019	Chapter 149	21,800	\$13,467,000.00	\$9,072,700.00	Brian Levesque, Chief of Police (508) 910-1736; blevesque@dartmouthpd.org Shawn MacInnes, Town Administrator, (508) 910-1813; smacinn@town.dartmouth.ma.us	The Dartmouth Police Headquarters Project consists of a new 21,800 Sq. Ft., 2-story facility constructed at the site of the former Gidley School. PA oversaw the complete demolition of the existing building on site and the preparation of the building footprint. The project also included a pre-engineered metal auxiliary building and a gas only fuel depot.
     										
Sandwich Public Safety Complex Sandwich, MA Fire Station #2 Rt 6A Fire Station Reno New Police Headquarters	Town of Sandwich	Full OPM & Clerk-of-the-Works responsibilities from Designer Selection through Construction and End User Turnover. Project Highlights; • 3 Separate buildings as part of one project	Police Headquarters, Reno / New	Aug, 2019	Chapter 149	PD 15,497 FD 11,190 FD 1,637	\$17,015,000.00	\$12,423,000.00	George Dunham, Town Manager, (508) 888-5144; gdunham@townofsandwich.net John Burke, Fire Chief (508) 888-0525 jburke@townofsandwich.net	The Sandwich Public Safety Project consists of (3) new buildings. (1) 15,497 Sq. Ft. Police facility to replace the existing, (1) 11,190 Sq. Ft. Fire Sub Station and new administration offices, and (1) 1,637 Sq. Ft. addition to the existing Fire Substation #2.
     										
Lakeville Police Station Lakeville, MA	Town of Lakeville	Full OPM & Clerk-of-the-Works responsibilities from Designer Selection through Construction and End User Turnover.	Police Station, New	Aug, 2019	Chapter 149	16,800	\$8,800,000.00	\$5,600,000.00	Matthew Perkins, Chief of Police (508) 947-4422; chief@lakevillepd.org Nathan Darling, Building Commissioner (508) 946-8804; ndarling@lakevillema.org	The Lakeville Police Station Project consists of a new 11,200 Sq. Ft. single level building with a 600 Sq. Ft. out building for storage.
Dighton Police Station Dighton, MA	Town of Dighton	Full OPM & Clerk-of-the-Works responsibilities from Designer Selection through Construction and End User Turnover.	Police Station, New	Jan, 2019	Chapter 149	8,400	\$5,948,000.00	\$4,616,000.00	Sgt. Shawn Cronin, Building Committee, (508) 208-7737; scronindpd@comcast.net	
Wellfleet Police Station Wellfleet, MA	Town of Wellfleet	Full OPM & Clerk-of-the-Works responsibilities from Designer Selection through Construction and End User Turnover. Project Highlights; • Relocation of Dept. to temp quarters	Police Headquarters, Reno / New	Jun, 2018	Chapter 149	10,387	\$7,500,000.00	\$5,330,000.00	Ron Fiset, Retired Chief of Police, (774) 836-5299 Harry Terkanian, Former Town Administrator, (508) 737-6060; harry.terkanian@wellfleet-ma.gov	Renovations included a secure prisoner processing and detention area, better organized circulation, and updated technology throughout the building. This project also included the replacement of all mechanical systems, a new roof and exterior, and a small addition to the existing facility. The department was relocated to a temporary off-site facility while construction was underway.
     										
Brewster Fire Station Brewster, MA	Town of Brewster	Full OPM & Clerk-of-the-Works responsibilities from Designer Selection through Construction and End User Turnover. Project Highlights include; • Extensive Town approvals • Condensed project site	Fire Headquarters, New	Summer 2018	Chapter 149	24,155	\$13,767,000.00	\$9,943,800.00	Charles Sumner, Retired Town Admin, (774) 353-7033 Mike Embury, Former Town Administrator, (401) 641-0693; Chief Robert Moran, Fire Chief, (774) 353-7017; rmoran@brewster-ma.gov	The site constraints and challenges for this project were very unique; the site was backed by wetlands and buffer zones to the south and southwest that construction could not impede on. Also, the existing Council on Aging to the East and the existing Fire Headquarters on the southeast side had to remain in operation and without impediment. Through diligent planning and daily coordination, both buildings were able to remain in operation without issues.
    										



PROJECT APPROACH

Pomroy Associates' approach to Project Management and Team Building for the success of a construction/development project is universal in nature. We understand that every project is unique in many ways and may require varying levels of attention to specific components of the approach, but the constants will always be: communication, attention to detail, and accountability. Our philosophy on public buildings is that any new municipal facility should;

- Reflect the community it serves
- Be designed to meet the end users immediate and long-term goals
- Be constructed with quality materials
- Live well beyond its life expectancy
- Be a fiscally responsible building
- Be easily maintained/cost of operation should be as minimal as possible.

To accomplish this, our Key Elements to Successful Project Management are;

- ☑ Serving as the Owner's advocate, the point person, the mediator and the driving force for the project.
- ☑ Maintaining a strong demand for fiscally responsible designs, operating systems and materials.
- ☑ Strong financial and budget management throughout the entire duration of the project.
- ☑ Quality control in the design documents equates to low change orders and no litigation.
- ☑ Effective contract management throughout the construction phase of the project.



What makes us different?

To best answer this, we put this question out to the architects, contractors, and Town Managers we have worked for. Below are some of the responses we received.

1. Pomroy Provides Personalized Service

The Owners of the company are directly responsible for the projects. We know our competitors do not and cannot provide the level of service we provide, simply because they can't afford to. We are not tied down to large overheads or company quotas, so we over dedicate to our projects.

2. Pomroy is "Hands On" in all Aspects of the Project

We make it a point to be involved in every aspect of the project, regardless of who's responsibility it is.

3. Pomroy is There For its Clients

We take pride in developing long lasting relationships with the towns and clients we work with, and we strive to be there for our clients from the first introductions through the completion of the project...and even years later.

4. Pomroy Deals with all Team Members on a Fair, Even & Consistent Basis

This statement came from a contractor, and we believe it speaks volumes to our ability of successfully managing the entire Project Team (owner, designer, contractor and end user). We are the project nucleus; everyone has a voice, but we can channel each voice and ensure that the project benefits.

But above all, we have the experience.

When it comes to Public Safety projects, we at PA feel that we have a true competitive advantage as this has been a sector we have focused our efforts on over the past 19 years.

In order to assure high quality standards of performance on projects, our team provides;



Project Management – The professionals at PA have developed and utilize very effective communication and organizational skills to manage the projects they are involved. They can control without being controlling, which is essential when dealing with public entities, committees, and contractors. In addition, effective and efficient scheduling begins day one and we work with the entire team to establish obtainable goals and milestones for deliverables, reviews, approvals, decision making, cost estimating, permitting, public forums, presentations, bidding, etc. PA is also thoroughly knowledgeable with most


Brewster Fire Headquarters





building systems on numerous projects we have been involved with. Please see below for just one example of a recommendation PA has made to the Owner and the associated savings involved;

Example: Pomroy Associates in concert with Garcia, Galuska & DeSousa conducted a 25-year building lifecycle cost analysis for various mechanical systems for the Mashpee Public Library. The systems were analyzed and compared based on Gross Capital Investment, Annual Electric and Gas Consumption, Annual Maintenance Costs and Simple Payback. Also considered during the evaluation were the appearance and comfort values which were not part of the initial analysis but were weighted factors in the end comparison. The exercise was very successful, and the Owner went with a system with a higher upfront cost but yielded the greatest savings over the 25-year period. The system chosen projected a total net savings of more than \$285,000.00 over 25-years.

 **Value Engineering** – Value Engineering never stops, and Pomroy Associates has provided a number of very successful constructability and value engineering reviews which have saved our clients millions of dollars. *Our goal is to achieve the highest quality building possible within project constraints.*



Claims Avoidance & Administration of a Construction Contract – As an OPM, effective Contract Management and Administration is paramount. Our responsibility is to make sure that the Designer and Contractor are in full compliance with their contracts. Issues do come up on projects; however, the most important aspect is how the issues are mitigated. The first element we stress is “What does the contract say and what is owned under the contract?” The Team at PA are experts in contract administration and have successfully mitigated many project issues to the benefit of the Owner and the Project.



Construction Management – There is a vast difference between Project and Construction Management. During construction PA stresses control and accountability and our on-site clerk supervises the General Contractor each day of construction to ensure that the building is built according to drawings and specifications. The clerk performs numerous critical tasks daily, including but not limited to;

1. **Daily Field Report and Photo Documentation**
2. **Monitor All Construction Activities**
 - a. Ensure that the work performed by the GC has been submitted and approved by the architect.
 - b. Report all deliveries to the site as well as material removal.
 - c. Record all visits to site including daily GC/Subcontractor manpower
3. **Special Inspections**
 - a. Schedule material testing company as needed for concrete, rebar, soils, etc.
 - b. Maintain all physical material soil samples in office trailer
4. **Project Management**
 - a. Review all RFIs, PCOs, Submittals, RFPs, ASIs, etc.
5. **Architect/Engineer**
 - a. Communicate field activities with the architect
 - b. Schedule inspections with the architect/engineer of record as required in the specifications
 - c. Report any deviations from the specifications in the work to the architect
6. **Construction Meetings**
 - a. Coordinate all weekly/bi-weekly meetings with the Owner, GC, Arch and Senior PM
 - b. Attend all trade pre-construction meetings – Inform Architect in advance of all meetings
7. **Safety**
 - a. Ensure that the GC is maintaining a safe work environment for all workers
 - b. Monitor the GC's maintenance of the site, fence, SWPP and housekeeping
 - c. Record any/all injuries for record



Change Order Process Management – When a Change Order Proposal is received, an evaluation is immediately performed to determine i.) Is the change order valid? ii.) If valid, is the cost reasonable? iii.) What is the reason for the change? After taking these three components into consideration, a recommendation to approve or deny the requested change is made to the Owner group responsible for ultimately making the decision. All Change Orders are recorded in a tracking log which makes note of all open potential exposures as well as previously accepted/denied items, so the Owner is always fully aware of the impact of change orders.



Date: July 7, 2022
Project: Bourne Fire & Rescue Substation Project
Service: Owner's Project Management Services ("OPM")

Draft - Project Sequence Description and OPM Scope of Services

We have reviewed the Scope of Services provided in the RFQ to gain an understanding of the goals and objectives for this project. Below please find an expanded description of our typical duties/responsibilities. We expect that this scope can be expanded and more fully detailed after having the opportunity to review and discuss the progress made to date and develop an overall Project schedule.

Phase I

1. Designer Selection and Procurement

- a) **RFQ Development** - The OPM will assist Owner in the development of the Designer Request for Qualifications ("RFQ") as detailed below;
 - Develop the Project Description, Designer Scope of Services and Project Timeline
 - Establish the Selection and Evaluation Criteria
 - Designer Application Form
 - Establish the "Set Fee" or "Not-To-Exceed" Limit
 - Establish the Contract Terms
 - Include all Town required "Forms"
- b) **RFQ Advertisement** - The OPM will assist Owner in the development, implementation and time management of the RFQ advertisement as detailed below;
 - Create advertisement for the Central Register and local newspaper
 - Establish advertisement and proposal timelines to ensure procedure is in accordance with M.G.L.c.7, §38D.
- c) **Designer RFQ Submission Reviews and Interviews** - The OPM will participate in the review of the Designer RFQ's, attend and participate in the Designer interviews and negotiation meetings as detailed below;
 - Submission Evaluation
 - Selection of Three Finalists
 - Reference Checks of the Three Finalists
 - Establish Interview Criteria and Conduct Interviews with the Three Finalists
 - Ranking of Finalists
 - Negotiation and Award of Contract
- d) **Publicize Award in Central Register**
- e) **Proposed Designer RFQ Timeline**

• Central Register Submission Deadline	Tuesday – Week 1
• Local News Submission Deadline	Any Day – Week 1
• Central Register Publication	Wednesday – Week 2
• Designer RFQ Submission Deadline	Wednesday – Week 4
• Interviews, Award and Contract	Weeks 5 thru 8



- Also, during this period, the OPM will monitor the design schedule, provide design status reports, conduct design progress meetings, perform constructability reviews, provide periodic reviews of the documents in progress, provide periodic project budget updates as necessary, etc.
- The Designer will perform a Design Development cost estimate at the completion of the Design Development phase to ensure that the design is following the developed budget.
- The OPM will review and provide advice to the Town relative to the Design Development estimate.
- The OPM and Designer will jointly refine the overall project budget to reflect all developed information and estimates. The overall project budget will be presented to the Town for approval to proceed with the CD phase.

Phase III - Contract/Bid Documents (Pending Town Meeting Approval)

Once the Design Development documents are completed and the Design Development estimate has confirmed that the design is within budget, the development of the architectural documents will proceed into the Contract Document (or CD) phase. In this phase, the Designer will be finalizing the design documents which will consist of the final building design, detailed construction plans, the project specifications and general contractor bidding requirements.

- The OPM will monitor this progress from a schedule and project cost perspective. The OPM will also monitor the development schedule, provide status reports, conduct progress meetings, perform constructability reviews, provide periodic reviews of the documents in progress, provide periodic project budget updates as necessary, etc.
- The Designer and OPM will conduct preliminary progress meetings with Town officials as they may relate to permitting, public safety and public utility coordination and requirements.
- The Designer and OPM will coordinate the Town's specialty consultants as it relates to furniture, fixtures, and equipment.
- At approximately 50% and 75% completion of the CD phase a review of the documents will be completed by the Designer, Designer's consultants and the OPM. At 75% completion of the CD phase the Designer will complete a CD cost estimate to ensure that the design is following the developed budget. The OPM will review and provide advice to the Town relative to the CD estimate.
- At approximately 95% completion of the CD phase; the Designer, Designer's consultants and OPM will each independently conduct a Quality Control Review of the documents. At the completion of the Quality Control Review the OPM will advise the Town of the status of the documents and readiness for Construction Bidding.
- Also, during the CD phase, the OPM will: conduct periodic meetings with the design team and twice monthly meetings and status reports with the Committee, provide the coordination management of all Team parties, provide updated cost and cash flow projections to the Town, provide management of Town's responsibilities with respect to information flow, contracts, and provide schedule monitoring and updates.

Phase IV – Construction Bidding (Pending Town Meeting Approval)

The Designer and OPM will represent the Town during the Construction Bidding phase to solicit competitive Filed Sub-bid and General Contractor bid submissions as follows.

- Contractor Pre-Qualification –If applicable.
- Advertisement and bid coordination
- Conduct a Pre-Bid conference and orientation,
- Bid addendum review and coordination as applicable, and
- Bid analysis and qualification reviews for Filed-Sub-bids.
- Bid analysis and qualification reviews for GC bids.
- Construction award and contract.
- Assist the Town in the Contract, Bond & Insurance Certificate reviews.



- Verification and witnessing of all equipment commissioning, startups and end user training on site as applicable.
- Assist the Designer and OPM in the creation of the project punch list as applicable.
- Collection (on the Town's behalf) of Project close-out documentation, O&M manuals, and as-built drawings.

General

1. Overall Management – Throughout the project the OPM will;

- Be the Town's representative and liaison for the project.
- Perform community relations and public presentations.
- Provide record documentation and storage.
- Provide progress records and documentation.
- Audit the Contractor's, Designer's, and Town's insurance compliance.

2. Assumptions – The following assumptions are made at this time

- Town will be responsible for recording and producing meeting minutes for all public and committee meetings.
- Designer will be responsible for recording and producing meeting minutes for all construction project meetings and design related coordination meetings.
- OPM will be responsible for recording and producing meeting minutes for all Town specialty consultant, permitting and abutter coordination meetings.
- Committee meetings will be conducted at a minimum of once monthly during the design phases and construction phases of the project and a maximum of twice monthly as necessary.
- Project site meetings with the Designer and Contractor will be conducted twice a month.
- The Clerk of the Works will be a full-time position.

3. Third Party Consultants - The typical third-party consultants necessary during the design and construction phase are listed below. These services are "By Owner" consultants and are not included in the OPM scope of work. As they may apply;

- Site Survey/Existing Conditions Assessment
- Geotechnical Explorations
- Third Party Estimating
- Material Testing
- Building Commissioning
- Hazardous Material Assessment
- Site 21E/Environmental Site Assessment
- Radio/Communications Consultant
- Perk Testing
- Traffic Studies
- Utility Engineer

4. Duration/Timeline (based on initial assumptions)

Phase I

- | | |
|---|--------|
| • Designer RFQ, Negotiations and Contract | 8 wks |
| • Programming & Previous Study Review | 6 wks |
| • Schematic Design | 6 mths |
| • Budget Development & Town Presentations | TBD |

Phases II/III/IV/V Duration/Timeline TBD (once project scope is finalized).

Individual References:

- Jill Goldsmith – Town Manager, Town of Chatham; (508) 945-5105
- Charles Sumner - Retired Town Administrator, Town of Brewster; (774) 353-7033

Taylor MacDonald, *Senior Project Manager & Partner*, has a comprehensive background in construction project management and development. Taylor continually plays a leading management role in every aspect of the planning, design, budgeting, permitting, building commissioning, quality control reviews, value engineering, sustainable design, life cycle costing and project estimating. In addition, Taylor oversees all of PA's project managers and on-site clerks. Taylor is an essential part of each project with a proven knack of expert management skills.

Taylor is also a LEED AP professional and has completed the Mashpee Public Library and the Edgartown Public Library Projects, both LEED Silver Certified facilities.

Individual References:

- Chief Robert Moran - Fire Chief, Town of Brewster; (774) 353-7017
- George "Bud" Dunham - Town Manager, Town of Sandwich; (508) 888-5144

Project Representative/Clerk of the Works – To be named at a later date depending on the timeline but we anticipate that Neal Provost may be available during the construction phase of this project.

Neal Provost, *Project Representative/Clerk of the Works*, brings over 30 years of experience in construction and design. Prior to joining PA, Neal's work history involved a wide variety of public and private construction projects for which he served as the construction superintendent including the Nantucket Airport FAA Maintenance Building, the Chilmark Town Hall Renovation and the Bourne Medical Center. Through his hands-on involvement in the industry, he has gained exceptional skills in document review, means and methods of construction, project oversight, scheduling, supervising of subcontractors and successfully estimating and expediting materials and cost projections.

Neal has worked directly with both Rick and Taylor on the following projects:

- Sandwich Center for Active Living (currently in construction)
- Sandwich Public Library – Sandwich, MA
- Dartmouth Police Station – Dartmouth, MA
- Brewster Fire Station – Brewster, MA
- Edgartown Public Library – Edgartown, MA

Individual References:

- Chief Robert Moran – Fire Chief, Town of Brewster; (774) 353-7017
- Greg Carrell – Architect, Dartmouth Police Station; (508) 497-0909 office / (508) 208-6323 cell

Additional Support - Each and every on-site project manager in the field is backed by support staff at our home office in addition to the other project managers on neighboring projects and the representative on this project will share those same resources. Robert Rice, Jessica Martin and Charlie Fox are also directly available for work on this project on an as-needed basis.

Robert Rice, *Project Representative/Clerk of the Works*, is a construction project manager and Clerk-of-the-Works with over 20 years of extensive experience in all phases of the Architectural Field, from Design Development to Construction Documents. Bob is responsible for tracking daily construction activities, documenting the project progress through photo documentation and daily progress reports and verifying that the work completed on site and the materials used conform to the Contract Documents and approved submittals.

Jessica Martin, *Assistant Project Manager/Project Administrator* has a work history that encompasses a wide variety of responsibilities in the project administration and office management fields. Her analytical and management strengths combined with her detail-oriented approach to construction management yields the perfect blend of experience for a construction project manager and provides PA' clients with timely and accurate project administration services.

Charles Fox, *QA/QC, Project Manager*, has an extensive background in the construction project management, architectural design, and real estate management fields. Charlie was instrumental in helping to found PA in 2003 and worked as a Project Manager with the company for 5 years before accepting a position as a development executive for a national healthcare firm. Prior to PA, Charlie worked with Rick as Director of Project and Property Management for Meditrust Corporation where he was directly responsible for the project management of the company's real estate developments, property management procedures, property acquisition due diligence and management of the property management department. Charlie rejoined PA in early 2018 and has become an integral member of our team.



RICHARD W. POMROY

Principal & Project Manager

7 Bethpage Lane
Plymouth, MA

PROFILE

A management professional with over 30 years of combined experience in the architectural, construction, and financial industries. This experience, coupled with a strong work ethic and excellent management, communication, and leadership skills, has allowed Mr. Pomroy to represent numerous financial institutions, municipalities, and private entities (both locally and nationally) in their development and property management needs.

CONTACT

PHONE:

(O): 508-456-4232

(C): 781-603-2061

WEBSITE:

www.pomroy-pa.org

EMAIL:

rpomroy@pomroyassociates.com

AFFILIATIONS/LICENSES

- Certified Massachusetts Public Purchasing Official (MCPPO)
- MA Unrestricted Construction Supervisor's License #CS 096172
- Member of the Project Management Institute, Mass Bay Chapter, Since 2010
- Certified Project Management Professional (PMP)
- Builders Association of Greater Boston, Since 2002
- Board of Directors – CO-OP, North Dighton, MA – (2014 to present)
- Board of Directors - Community Care Services, Taunton, MA (2010 – 2012)

EDUCATION

BS, Architectural Engineering, 1981
AD, Building Construction Technology, 1979
Wentworth Institute of Technology

WORK EXPERIENCE

Pomroy Associates, LLC - East Bridgewater, MA

2003-Present

Principal & Project Manager

- Principal-in-Charge/Senior Project Manager for all Pomroy Associates projects that require an Owner's Project Manager.
- Directly oversees all aspects of the planning, design, budgeting, permitting, building commissioning, quality control reviews, value engineering, sustainable design, life cycle costing and project estimating on behalf of client.
- Responsible for complete budget control of all project related costs and expenses including monthly budget reports accompanied by historical and projected changes to the project budget.

Meditrust Corporation – Needham, MA

1994-2002

Corporate Officer and Vice President of Development

- Directly responsible for the company's construction management and development financing departments which controlled the development and accounting functions for the company's development projects which achieved an annual growth from \$52 million in 1994 to over \$300 million per year in 1999.
- Oversaw all aspects of the development process including: planning and zoning through end user turnover and final occupancy, accounting control, monthly and annual cash disbursement forecasting, payment requisition reviews, fund disbursements, lien reviews, and loan/lease document compliance.

Continuum Care Corporation – Needham, MA

1991-1994

Project Executive/Construction Manager

- Responsible for the development of healthcare properties for the company and third-party operators across the US which included site selection, design development, planning and zoning, contract bidding, estimating, construction management, quality control, and end user turnover.

Mapean, Inc. – Norwell, MA

1988-1991

Vice President of Construction

- Responsible for the Company's construction administration, which included estimating, bidding, purchasing, construction management, and field supervision.

Highlighted Projects:

Selection of Municipal projects include:

- Wellfleet Police Station
- The Gay Head Lighthouse Relocation
- Edgartown Public Library
- Mashpee Public Library
- Dighton Police Station
- Bridgewater Middle School
- Bridgewater Mitchell Elementary
- Plymouth South Middle School
- Mashpee Combs School
- Norwell Public Library
- Orleans Police Station
- Norwell Police Station
- Marion Police Station
- Brewster Ladies Library
- Mashpee Fire Headquarters
- Chatham Fire Headquarters
- Brewster Fire Headquarters
- Plymouth Emergency Op Center

Selection of Private clients include:

- Schiffer Residence, Chappaquiddick
- The Vineyard Nursing Association
- Bristol County Savings Bank
- The Cahoon Museum
- Citizens Union
- Nationwide Healthcare Properties
- Chappaquiddick Beach Club Assoc.
- The Cape Cod Cranberry Assoc.
- Bridgewater Savings Bank
- HarborOne Bank
- Webster Bank
- Tremont Realty Capital



NEAL A. PROVOST

Project Manager/Clerk of the Works/Site Representative

91 Pine Bluff Road
Brewster, MA 02631

PROFILE

A Commercial and Residential Construction Project Manager, Clerk-of-the-Works and Construction Superintendent with over 30 years of experience.

Possesses exceptional skills in document review, means and methods of construction, project oversight, hiring and management of manpower and trades, scheduling, supervising of subcontractors and successfully estimating and expediting materials and cost projections.

CONTACT

PHONE:

(O): 508-456-4232

(C): 508-237-2165

WEBSITE:

www.pomroy-pa.org

EMAIL:

nprovost@pomroyassociates.com

AFFILIATIONS/LICENSES

- Massachusetts Construction Supervisor's License #011521
- State of Rhode Island Fork Lift License #00010303
- OSHA 10 & 30

EDUCATION

Construction Estimating, Construction Law and Understanding Construction Contracts Coursework

Northeastern University, Boston, MA

Construction Estimating and MA State Building Code Coursework
Cape Cod Community College

WORK EXPERIENCE

Pomroy Associates, LLC - East Bridgewater, MA

2014-Present

Project Manager/Clerk of the Works/Site Representative

- Tracking daily construction activities, documenting the project progress through photo documentation and daily progress reports.
- Daily communication with the project superintendent on the jobsite as well as the project architect. Also maintains direct and frequent contact with committee members, vendors, and town officials.
- Tracking and filing of all project related documents, cost estimating, coordination meetings and reports, LEED tracking (as applicable), and the reviewing of monthly requisitions and participates in bi-monthly construction reports as well as committee meetings.
- Daily verification that the construction taking place on site coincides with that of the specs and drawings including reviewing and verifying materials and application methods before, during, and after their installation.
- Maintains a two-week outlook schedule for the construction of the building, RFI log, Project Change log, updates the general action log of outstanding issues, and kept a list of critical items both construction and overall project related.

Northland Residential Group - Burlington, MA

2005 – 2012

Construction Superintendent

- Oversaw daily operations for condominium build out project, The Villages at Brookside, Bourne, MA

A.P. Whittaker & Sons, Inc., - W. Bridgewater, MA

2000 – 2005

Construction Superintendent

- Project supervision for various commercial projects throughout south eastern MA including: Nantucket Airport FAA Maintenance Building; Chilmark Town Hall Renovation, Martha's Vineyard; Plymouth Savings Bank, Taunton, MA; Bourne Medical Center, Bourne, MA

Northland Residential Group - Burlington, MA

1998 – 2000

Construction Superintendent

- Oversaw daily operations for construction of condominium build out project, Stratford Ponds, Mashpee, MA

Other Notable Employment Highlights

- Eastern General Contractors, Springfield, MA
- Falcon Associates, Bristol, PA
- G.L. Provost Construction, Springfield, MA
- Davenport Building Co., S. Yarmouth, MA

Highlighted Projects;

In Construction

- **Sandwich Center for Active Living**, 24,800 SF, \$16,500,000.00, New Construction
- **Sandwich Public Library**, 15,000 SF, \$ 2,300,000.00, Renovation.

Completed

- **Freetown Police Station**, 17,000 SF, \$ 13,128,000.00, New Construction (2020)
- **Dartmouth Police Headquarters**, 21,800 SF, \$13,400,000.00, New Construction (2019)
- **Brewster Fire Station**, 24,100 SF, \$13,700,000.00, New Construction. (2018)
- **Edgartown Public Library**, 15,000 SF, \$ 10,200,000.00, New Construction. (2016)



JESSICA L. MARTIN

Assistant Project Manager/Project Administrator

7 Parker Dr
East Freetown, MA 02717

PROFILE

Jessica's work history encompasses a wide variety of responsibilities in the project administration and office management fields.

Her analytical and management strengths combined with her detail-oriented approach to construction management yields the perfect blend of experience for a construction project manager and provides Pomroy Associates' clients with timely and accurate project administration services.

CONTACT

PHONE:
(O): 508-456-4232
(C): 774-319-3156

WEBSITE:
www.pomroy-pa.org

EMAIL:
jmartin@pomroyassociates.com

AFFILIATIONS/LICENSES

- Massachusetts Construction Supervisor's License
- OSHA 30

EDUCATION

Bachelors of Science
University of Massachusetts, Amherst

WORK EXPERIENCE

Pomroy Associates, LLC - East Bridgewater, MA

February 2017-Present

Assistant Project Manager/Project Administrator

- Immediate support to the Senior Project Manager, Project Manager and Clerk-of-the-Works in every day functions of the construction project as well as providing a direct link from Pomroy Associates and its clients, vendors, and contractors.
- Creating and managing project documentation and filings including change order logs, meeting minutes, funding forecasts, and other miscellaneous reporting as necessary.
- Budgetary control of all project related costs and expenses including monthly budget reports with historical and projected changes.
- Solicitation and procurement of proposals from subcontractors and vendors for Owner provided services and equipment.
- Processing invoices and providing an accounting recap on a monthly basis.
- Maintaining purchase order logs with corresponding expenditures
- Maintain direct and frequent communication with clients, vendors, contractors, and Town officials.

Office & Marketing Manager

- Coordinate and monitor office operations to ensure successful and efficient functionality.
- Develop and refine internal and external documentation for marketing.
- Prepare and execute submissions in response to Request for Proposals ("RFP") for new construction projects.
- Administrative liaison for all commercial lending projects with local financial institutions
- Oversee and assist with preliminary due diligence reviews as well as scheduling and reporting of monthly construction oversight inspections.
- Coordination of enrollment and renewal of company benefits for new and existing employees, including healthcare, long term disability, and life insurance.

Warren Rogers Associates, Middletown, RI

June 2014 – February 2017

Data Analyst

- Monitoring underground storage tanks of gasoline, diesel, and other fuel sources by comparing in-tank inventory with respect to sales data to determine possible losses in the system.
- Maintaining service record database containing operational recommendations along with compliance documentation to assist in interpreting data trends.
- Assisting environmental compliance officials in accounting shortages such as inventory and fuel delivery comparisons.
- Troubleshooting with onsite technicians to resolve network communication issues and general equipment malfunctions.
- Working with loss prevention managers to resolve potential theft and equipment damage as a result of tampering.

Highlighted Projects:

Current Assignments

- **Swansea Free Public Library Renovation/Expansion** (In Design)

Completed

- **Norwell Public Library Project**, 20,000 SF, \$15,353,000.00, New Construction
- **Elizabeth Taber Library Entrance Enhancement Project**



LEADERSHIP

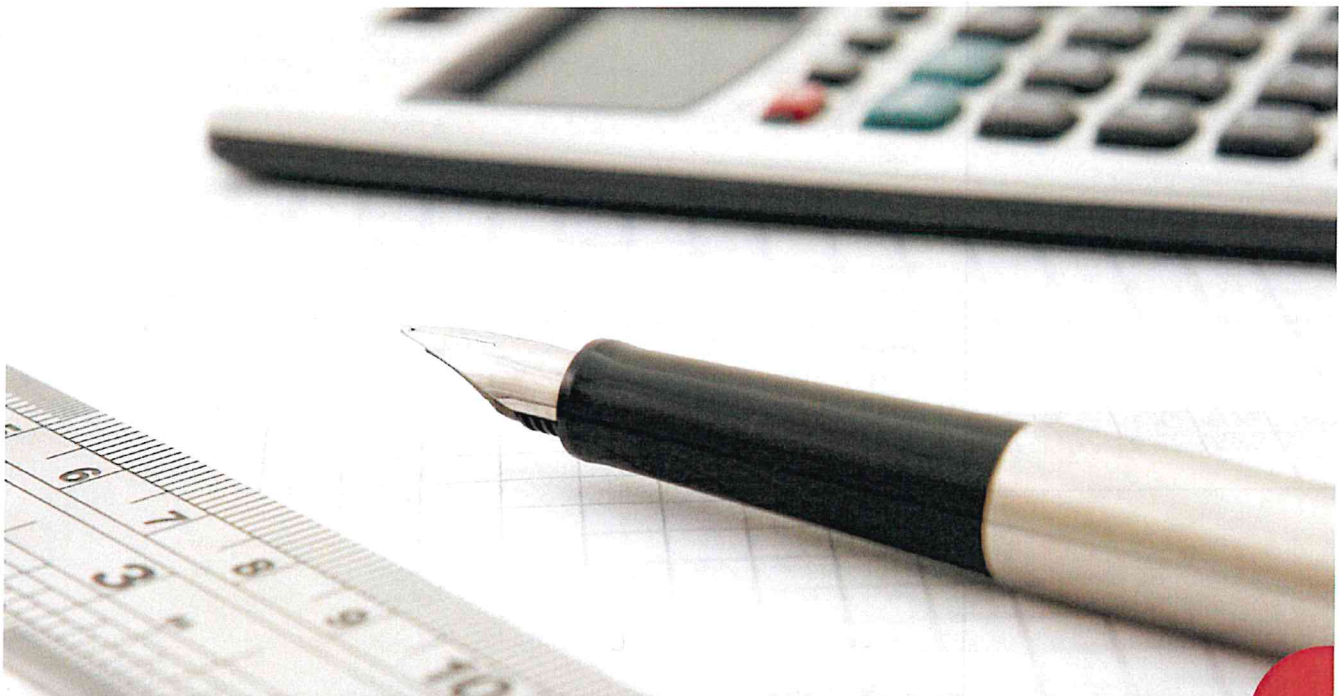
NORIKO HALL FOUNDDING PRINCIPAL



NORIKO brings over twenty-nine years of experience in cost estimating, working for construction management firms either as a Chief Estimator, Director of Preconstruction Services and at independent construction consulting firms as the Head Estimator. This breadth of experience provides her with a well-rounded view of construction and costs for all building types and programs.

She is well known as one of New England's premier estimators and cost consultants. She has been the recipient of Boston Business Journal's 40 under 40 Award, Greater Boston Chamber's Pinnacle Award for Emerging Executive and Women's Leadership Award from YWCA.

A graduate of Colby College and Northeastern University, Noriko is affiliated with multiple organizations and sits on many boards throughout Massachusetts.



MIYAKODA CONSULTING, INC • 617.799.5832 • PO BOX 120731, BOSTON MA 02111 • MIYAKODA.COM



FIRM STABILITY & CAPACITY

History and Ownership

Pomroy Associates was established in 2003 out of a growing need for qualified and practical Project Management services in the municipal sector. Richard Pomroy, founder of PA had spent many years managing multi-million-dollar development projects and real estate portfolios across the country when he decided to stay local to Massachusetts and his family and concentrate on filling this small market niche. What has evolved over the last 19 years is an impressive record of accomplishments and satisfied clients.

PA is a Limited Liability Company ("LLC") whose principal business is providing Owner's Project Management ("OPM"), Clerk of the Works ("COW"), and Construction Financial and Document Analysis Services to Owners and municipalities in both the public and private sectors with a specialization in municipal, public safety, educational and commercial projects. The LLC operates out of its main office in East Bridgewater at 49 Bedford Street. The names, titles and addresses of the Directors are as follows:

Richard W. Pomroy – Managing Member	Ownership = 80%
Taylor MacDonald - Partner	Ownership = 10%
Mary Lee Pomroy - Partner	Ownership = 10%

Financial Stability

Neither Pomroy Associates nor its members have filed for bankruptcy or had any financial problems. Pomroy Associates is a completely liquid company in the sense that we own all our equipment, vehicles, office furniture, technology systems, etc. Pomroy Associates also maintains a 6-figure line of credit with Bristol County Savings Bank which remains current is available to us if necessary. PA would be happy to provide any additional information upon request.

Firm Capacity & Current Workload

PA acknowledges that it has the firm capacity and individuals to dedicate to this project, be regularly available, and meet all deadlines. PA is currently involved with the following:

✕ In Construction Phase

- Sandwich Center for Active Living – Sandwich, MA: \$16.5 Million, Est completion September 2022
- South Shore Country Club Maintenance Facility Phase II Building – Hingham, MA: \$1.5 Million, Est completion March 2023
- Dennis Senior Center Reno Phase II – Dennis, MA: \$4.5 Million, Est completion July 2023

✕ In Design Phase

- Plymouth Fire Station #2 Phase II – Plymouth, MA: \$10 Million (Currently Bidding)
- South Shore Country Club Pool Complex – Hingham, MA: \$8.4 Million (Currently Bidding)
- Raynham Public Safety – Raynham, MA: \$30 Million
- Abington Fire Station – Abington, MA: \$33 Million
- Southbridge Fire Station – Southbridge, MA: \$25.7 Million
- Stoughton Fire Stations (Station #1 Renovation & Freeman St Headquarters) – Stoughton, MA
- Scituate Lighthouse Restoration – Scituate, MA
- Plymouth Fire Station #4 Renovation/Expansion – Plymouth, MA

✎ Feasibility Study

- Plymouth Fire Station #5 Renovation/Expansion – Plymouth, MA
- Chatham Council on Aging – Chatham, MA
- Swansea Public Library – Swansea, MA
- Hanover Fire Station – Hanover, MA

This represents an excellent opportunity for the Town of Bourne and Pomroy Associates.

- ***Please see Tab 4 for a detailed description of Pomroy Associates' project approach to handle this project and Tab 5 for information on the individuals who would be dedicated to this project.***

Commonwealth of Massachusetts Standard Designer Application Form for Municipalities and Public Agencies not within DSB Jurisdiction (Updated July 2016)	1. Project Name/Location for Which Firm is Filing: Bourne Fire & Rescue Substation Project Bourne, MA	2. Project # N/A																																																																																																
	This space for use by Awarding Authority only.																																																																																																	
3a. Firm (Or Joint-Venture) - Name and Address Of Primary Office To Perform The Work: Pomroy Associates, LLC 49 Bedford Street East Bridgewater, MA 02333	3e. Name Of Proposed Project Manager: For Study: Richard Pomroy For Design: Richard Pomroy																																																																																																	
3b. Date Present and Predecessor Firms Were Established: July 2003	3f. Name and Address Of Other Participating Offices Of The Prime Applicant, If Different From Item 3a Above: N/A																																																																																																	
3c. Federal ID #: 26-0071333	3g. Name and Address Of Parent Company, If Any: N/A																																																																																																	
3d. Name and Title Of Principal-In-Charge Of The Project (MA Registration Required): Richard W. Pomroy, Principal Email Address: rpomroy@pomroyassociates.com Telephone No: 508-456-4232 Fax No.: 508-456-4227	3h. Check Below If Your Firm Is Either: (1) SDO Certified Minority Business Enterprise (MBE) <input type="checkbox"/> (2) SDO Certified Woman Business Enterprise (WBE) <input type="checkbox"/> (3) SDO Certified Minority Woman Business Enterprise (M/WBE) <input type="checkbox"/> (4) SDO Certified Service Disabled Veteran Owned Business Enterprise <input type="checkbox"/> (5) SDO Certified Veteran Owned Business Enterprise (VBE) <input type="checkbox"/>																																																																																																	
4. Personnel From Prime Firm Included In Question #3a Above By Discipline (List Each Person Only Once, By Primary Function -- Average Number Employed Throughout The Preceding 6 Month Period. Indicate Both The Total Number In Each Discipline And, Within Brackets, The Total Number Holding Massachusetts Registrations):																																																																																																		
<table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:25%;">Admin. Personnel</td> <td style="width:10%; text-align: center;">2</td> <td style="width:10%; text-align: center;">(n/a)</td> <td style="width:25%;">Ecologists</td> <td style="width:10%; text-align: center;">_____</td> <td style="width:10%; text-align: center;">(_____)</td> <td style="width:25%;">Licensed</td> <td style="width:10%; text-align: center;">4</td> <td style="width:10%; text-align: center;">(4)</td> <td style="width:25%;">Other</td> <td style="width:10%; text-align: center;">_____</td> <td style="width:10%; text-align: center;">(_____)</td> </tr> <tr> <td>Architects</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>Electrical Engrs.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>Mechanic</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>Proj. Mgrs.</td> <td style="text-align: center;">4</td> <td style="text-align: center;">(3)</td> </tr> <tr> <td>Acoustical Engrs.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>Environmental Engrs.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>Planners:</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> </tr> <tr> <td>Civil Engrs.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>Fire Protection Engrs.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>Specificati</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> </tr> <tr> <td>Code Specialists</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>Geotech. Engrs.</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>Structural</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> </tr> <tr> <td>Construction</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>Industrial Hygienists</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>Surveyors</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> </tr> <tr> <td>Cost Estimators</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>Interior Designers</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> </tr> <tr> <td>Drafters</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>Landscape Architects</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>_____</td> <td style="text-align: center;">_____</td> <td style="text-align: center;">(_____)</td> <td>Total</td> <td style="text-align: center;">9</td> <td style="text-align: center;">(6)</td> </tr> </table>			Admin. Personnel	2	(n/a)	Ecologists	_____	(_____)	Licensed	4	(4)	Other	_____	(_____)	Architects	_____	(_____)	Electrical Engrs.	_____	(_____)	Mechanic	_____	(_____)	Proj. Mgrs.	4	(3)	Acoustical Engrs.	_____	(_____)	Environmental Engrs.	_____	(_____)	Planners:	_____	(_____)	_____	_____	(_____)	Civil Engrs.	_____	(_____)	Fire Protection Engrs.	_____	(_____)	Specificati	_____	(_____)	_____	_____	(_____)	Code Specialists	_____	(_____)	Geotech. Engrs.	_____	(_____)	Structural	_____	(_____)	_____	_____	(_____)	Construction	_____	(_____)	Industrial Hygienists	_____	(_____)	Surveyors	_____	(_____)	_____	_____	(_____)	Cost Estimators	_____	(_____)	Interior Designers	_____	(_____)	_____	_____	(_____)	_____	_____	(_____)	Drafters	_____	(_____)	Landscape Architects	_____	(_____)	_____	_____	(_____)	Total	9	(6)
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Drafters	_____	(_____)	Landscape Architects	_____	(_____)	_____	_____	(_____)	Total	9	(6)																																																																																							
5. Has this Joint-Venture previously worked together? <input type="checkbox"/> Yes <input type="checkbox"/> No N/A																																																																																																		

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm: Richard W. Pomroy, Principal	a. Name and Title Within Firm: Taylor MacDonald, Partner
b. Project Assignment: Project Director and Senior Project Manager	b. Project Assignment: Senior Project Manager
c. Name and Address Of Office In Which Individual Identified In 7a Resides: Pomroy Associates, LLC 49 Bedford Street East Bridgewater, MA 02333 MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDOVBE <input type="checkbox"/> VBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: Pomroy Associates, LLC 49 Bedford Street East Bridgewater, MA 02333 MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDOVBE <input type="checkbox"/> VBE <input type="checkbox"/>
d. Years Experience: With This Firm: <u>19</u> With Other Firms: <u>25+</u>	d. Years Experience: With This Firm: <u>14</u> With Other Firms: <u>N/A</u>
e. Education: Degree(s) /Year/Specialization Bachelor of Science / 1981 / Architectural Engineering Associates Degree / 1979 /Building Technology	e. Education: Degree(s) /Year/Specialization Providence College: Bachelor of Science / 2008 / Business & Project Management
f. Active Registration: Year First Registered/Discipline/Mass Registration Number Massachusetts Unrestricted Construction Supervisor's License MCPPO Member of US Green Building Counsel Builders Association of Greater Boston	f. Active Registration: Year First Registered/Discipline/Mass Registration Number: Massachusetts Unrestricted Construction Supervisor's License OSHA 10 LEED AP MCPPO
g. Current Work Assignments and Availability For This Project: Richard is primarily involved with the followings: Plymouth Fire Station #2 Phase II (currently bidding), Raynham Public Safety (in design), Southbridge Fire Station (in design), Abington Fire Station (in design), Plymouth Fire Stations Reno/Expansion #4 (in design) & #5 (feasibility study), Chatham Council on Aging (in design), and the Scituate Lighthouse restoration (in design). Richard is available immediately.	g. Current Work Assignments and Availability For This Project Taylor is primarily involved with the following: Sandwich Center for Active Living (in construction), South Shore Country Club Maint. Facility Phase II Building (in construction), South Shore Country Club Pool Complex (currently bidding), Dennis Senior Center Renovation Phase II (in construction), Stoughton Fire Stations (design), Swansea Free Public Library (Feasibility Study) and Hanover Fire Station (feasibility study). Taylor is available immediately.
h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm): Richard is the Principal-in-Charge/Senior Project Manager for all PA projects that require an Owner's Project Manager. Sample of completed projects include: Sandwich Public Safety Complex, Wellfleet Police Station Reno, Brewster Fire Station, Chatham Fire Station, Mashpee Library and the Gay Head Lighthouse Relocation and Renovation.	h. Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed , If Not Current Firm): Taylor is a partner and oversees PA's project managers and on-site clerks. Taylor is an essential part of each project with a proven knack of expert management skills. Sample of completed projects include: Freetown Police Station, Southeastern MA Regional Emergency Comms Center, Brewster Fire Station, Edgartown Public Library, and Marion Police Station.

7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.	
a. Name and Title Within Firm: Robert Rice, Project Manager	a. Name and Title Within Firm: Neal Provost, On-Site Project Manager / Clerk of the Works
b. Project Assignment: On-Site Project Manager	b. Project Assignment: On-Site Project Manager
c. Name and Address Of Office In Which Individual Identified In 7a Resides: Pomroy Associates, LLC 49 Bedford Street East Bridgewater, MA 02333 MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDOVBE <input type="checkbox"/> VBE <input type="checkbox"/>	c. Name and Address Of Office In Which Individual Identified In 7a Resides: Pomroy Associates, LLC 49 Bedford Street East Bridgewater, MA 02333 MBE <input type="checkbox"/> WBE <input type="checkbox"/> SDOVBE <input type="checkbox"/> VBE <input type="checkbox"/>
d. Years Experience: With This Firm: <u>6</u> With Other Firms: <u>20</u>	d. Years Experience: With This Firm: <u>8</u> With Other Firms: <u>30</u>

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include ONLY Work Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
(1) Brewster Fire Station Brewster, MA Richard W. Pomroy Taylor MacDonald	The Brewster Headquarters was a new 24,704 Sq. Ft., 2-story facility constructed to replace the existing facility on site. Services included full OPM & Clerk-of-the-Works responsibilities from Designer Selection through Construction and End User Turnover. Project Highlights include; •Extensive Town approvals •Condensed project site	Chief Robert Moran, Fire Chief 774-353-7017; rmoran@brewster-ma.gov Mike Embury, Former Town Admin. 401-641-0693	June 2018	\$9,943	\$420
(2) Southeastern MA Regional Emergency Comms Center Foxborough, MA Richard W. Pomroy Taylor MacDonald	Renovation of an existing 20,000 SF concrete building into a regional dispatch center. Included the replacement of all mech. systems, site improvements, a new roof and exterior, as well as a new 30' x 60' sky light opening cut into a 14" concrete deck. Services included full OPM & Clerk-of-the-Works responsibilities from Bidding through Construction and End User Turnover. Project Highlights include; •Extensive renovations	Rob Verdone, SEMRECC – Director 774-265-0185; rverdone@se-mass911.org	Nov 2020	\$8,745	\$195
(3) Sandwich Public Safety Richard Pomroy Taylor MacDonald	The Sandwich Public Safety Complex Project consisted of (3) new buildings – a 15,497 Sq. Ft. Police facility to replace the existing, a 11,190 Sq Ft. Fire Sub Station and new administration office building, and a 1,637 Sq. Ft addition to the existing Fire Substation #2. Services included full OPM & Clerk-of-the-Works responsibilities from Designer Selection through Construction and End User Turnover. Project Highlights; •Contractor Prequalification Process •3 Separate buildings as part of one project	George Dunham, Town Manager (508) 888-5144; gdunham@townofsandwich.net John Burke, Fire Chief (508) 888-0525; jburke@sandwichmass.org Peter Wack, Chief of Police (508) 888-1212; pwack@townofsandwich.net	August 2019	\$13,013	\$516
(5) Orleans Police Station Orleans, MA Richard Pomroy	The Orleans Police Station was a new 17,883 Sq. Ft., state-of-the-art facility constructed in the exact location of the current facility. Services included full OPM & Clerk-of-the-Works responsibilities from Designer Selection through Construction and End User Turnover. Project Highlights; •Relocation of Dept. to temp quarters	Police Chief, Scott MacDonald 508-255-0117 ext 102; smacdonald@orleanspd.com	June 2018	\$9,180	\$428
(5) Chatham Fire Station Chatham, MA Richard W. Pomroy Taylor MacDonald	Full OPM & Clerk-of-the-Works responsibilities from Designer Selection through Construction and End User Turnover. Project Highlights include; •Relocation of Dept. to temp quarters •Separate demolition bid •Extensive hazardous material clean up	Jill R. Goldsmith, Town Manager (508) 945-5105; jgoldsmith@chatham-ma.gov Michael Ambriscoe, Retired Fire Chief (508) 237-1515 Terry Whalen, Principal Projects & Operations Admin. (774) 353-7532; twhalen@chatham-ma.gov	June 2016	\$6,978	\$354

P	St., Sch., D.D., C.D.,C.A	5. Plymouth Fire Station #2 (Phases I & II) Plymouth, MA	Town of Plymouth Marlene McCollem, Former Asst. Town Manager, 857-222-9513; mmccollem@townofbourne.com	\$10,500	Phase I complete Phase II Bidding
P	D.D., C.D.,C.A	6. Dennis Council on Aging Phase II Dennis, MA	Town of Dennis Gary Barber, Building Committee Chair 508-385-5941; gabme@comcast.net	\$4,500	July 2023 (R)
P	St.	7. Swansea Free Public Library Swansea, MA	Town of Swansea Eileen Dyer, Library Director 508-674-9609 edyer@sailsinc.org	\$15,000	N/A
P	St., Sch., D.D., C.D.,C.A	8. Raynham Public Safety Raynham, MA	Town of Raynham Robert Iafrate, Building Commissioner 508-824-2708; riafrate@Town.raynham.ma.us	\$26,500	N/A
P	St.	9. Stoughton Fire Stations (Originally Public Safety but only Fire is moving forward at this time) Stoughton, MA	Town of Stoughton Fran Bruttaniti, Procurement Officer 781-341-1300 x9164	\$27,000	N/A
P	Sch., D.D., C.D.,C.A	10. South Shore Country Club Maint. Facility (Sitework & Building) & Pool Complex Hingham, MA	Town of Hingham Kevin Whalen, SSCC Executive Director 781-804-2580 whalenk@hingham-ma.gov	\$2,200 / \$6,785	Sitework Complete Maint Bldg Mar 2023 (N) Pool Complex Bidding
P	St.	11. Plymouth Fire Stations #4 & #5 Renovation/Expansion Plymouth, MA	Town of Plymouth Marlene McCollem, Former Asst. Town Manager, 857-222-9513; mmccollem@townofbourne.com	N/A	N/A
P	D.D., C.D.,C.A	12. Sandwich Public Library Renovations Sandwich, MA	Town of Sandwich George "Bud" Dunham, Town Manager, (508) 888-5144; gdunham@townofsandwich.net	\$1,990	Aug 2021 (R)
P	Sch., D.D., C.D.,C.A	13. Sandwich Center for Active Living Facility Sandwich, MA	Town of Sandwich George "Bud" Dunham, Town Manager, (508) 888-5144; gdunham@townofsandwich.net	\$13,200	Sept 2022 (N)
P	C.D.,C.A	14. Dennis Transfer Station & DPW Improvements Dennis, MA	Town of Dennis David S. Johansen, Dir. of Public Work 508-760-6220	\$3,200	Oct 2021 (R) & (N)
P	St., Sch., D.D., C.D.,C.A	15. Chatham Council on Aging Chatham, MA	Town of Chatham Terry Whalen, Principal Projects & Operations Admin. 774-353-7532; twhalen@chatham-ma.gov	\$5,300	N/A
P	D.D., C.D.,C.A	16. Southeastern Regional 911 Emergency Communications Center Foxborough, MA	Southeastern MA Regional 911 District Robert Verdone, Executive Director 774-265-0185; rverdone@se-mass911.org	\$5,000	Nov 2020 (R) & (N)
P	St., Sch., D.D., C.D.,C.A	17. Norwell Public Library Norwell, MA	Town of Norwell Judy McConarty, Library Director, 781-659-2015; jmcconarty@ocln.org	\$11,378	May 2021 (N)
P	C.D.,C.A	18. Dennis Council on Aging Phase I Dennis, MA	Town of Dennis Gary Barber, Building Committee Chair 508-385-5941; gabme@comcast.net	\$5,600	Mar 2021 (R) & (N)

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE AREA OF EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

The Team at PA prides itself in its diversification of expertise and management skills for all levels of projects. PA has successfully represented many municipalities in MA in architect selection, project design development, development budget management, coordination and quality control of contract bid documents, value engineering, oversight and control of public project bidding and award as required under Chapters 30 and 149 of the Massachusetts General Laws and construction project management services. PA's proposed team possesses extensive public safety experience and is also well equipped to oversee construction projects of all size and scopes.

11. Professional Liability Insurance:

Name of Company	Aggregate Amount	Policy Number	Expiration Date
Everest National Ins Co.	\$2,000,000.00	PL5EO00505211	01/01/2023

12. Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer YES or NO. If YES, please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).

No	Neither Pomroy Associates LLC nor members of Pomroy Associates LLC have been the subject of legal proceedings, arbitration demands, complaints or legal administrative proceedings pending or concluded within the past fifteen years.	Neither Pomroy Associates LLC nor members of Pomroy Associates LLC have ever been debarred or been the subject of any type of censorship by any local, state or federal governmental unit, body or agency in connection with the provision of project management services or any other related discipline.	Neither Pomroy Associates LLC nor members of Pomroy Associates LLC have ever had a contract terminated by any owner on any project for any reason.
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13. Name Of Sole Proprietor Or Names Of All Firm Partners and Officers: N/A

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #
a.				d.		
b.				e.		
c.				f.		

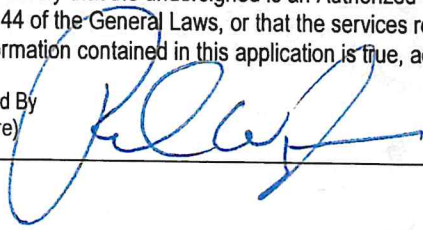
14. If Corporation, Provide Names Of All Members Of The Board Of Directors: N/A

Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #
a.				d.		
b.				e.		
c.				f.		

15. Names Of All Owners (Stocks Or Other Ownership):

Name and Title	% Ownership	MA Reg.#	Status/Discipline	Name and Title	% Ownership	MA Reg.#	Status/Discipline
a. Richard W. Pomroy	80%	-----		d.			
b. Mary Lee Pomroy	10%	-----	Managing Member	e.			
c. Taylor MacDonald	10%		Member	f.			

16. I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7C, Section 44 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.

Submitted By (Signature) 

Printed Name and Title Richard W. Pomroy, Principal

Date 7/7/2022



SANDWICH PUBLIC SAFETY COMPLEX SANDWICH, MA



The Project consists of (3) new buildings: a Police facility to replace the existing, a Fire Sub Station and new administration offices, and an addition to the existing Fire Substation #2. The construction occurred simultaneously and both the police and fire substation were located in close proximity to each other on the same lot. Services for this project consisted of management from Design Development through Construction Documents, bidding, construction, and closeout.

Project Size:

15,497 Sq. Ft. Police,
11,190 Sq. Ft. Fire Sub
Station and a 1,637 Sq. Ft.
addition to the existing
Fire Substation #2.

Completion Date:

August 2019

PA Team Members:

Richard Pomroy, Taylor
MacDonald & Bruce Hanna

Project Budget:

\$17,015,000.00

Final Overall Cost:

\$17,015,000.00*

Under Budget:

\$590,000.00* (3.4%)

*GC bids were low enough
to allow the client to add a
\$590K addition to the Fire
sub-station.

Change Orders:

\$550,615.00 (4.2%
Total, 2.2% Design)

References:

- George Dunham, Town Manager
(508) 888-5144; gdunham@townofsandwich.net
- John Burke, Fire Chief
(508) 888-0525; jburke@sandwichmass.org
- Peter Wack, Chief of Police
(508) 888-1212; pwack@townofsandwich.net
- Todd Costa, Kaestle Boos Associates, Inc. (Architect)
(508) 203-8672; tcosta@kba-architects.com

SOUTHEASTERN MA REGIONAL EMERGENCY COMMUNICATIONS CENTER (SEMRECC) FOXBOROUGH, MA



The project included the renovation of an existing 20,000 sq. ft. concrete building (formally used as a communications bunker) into a Regional Emergency Communications and Public Safety Operations Center. The new Center located in Foxborough, services 4 towns with a population of about 100,000 people. Renovations included the replacement of all mechanical systems, a new roof and a new 30' x 60' sky light opening. It also features all necessary administrative, training, break, mechanical and other spaces needed for operations.

Project Size:

20,000 Sq. Ft. (Renovation)

Completion Date:

November 2020

PA Team Members:

Richard Pomroy, Taylor
MacDonald & Virgil Pacheco

Project Budget:

\$10,367,488.00

Final Overall Cost:

\$10,117,201.00

Under Budget:

\$250,287.00 (2.4%)

Change Orders:

\$279,854.00 (3.2%
Total, 0.6% Design)

References:

- Robert Verdone, Executive Director SEMRECC
(774) 265-0185; rverdone@se-mass911.org
- Gregory Joynt, Kaestle Boos Associates, Inc. (Architect)
(508) 203-8678 gjoynt@kba-architects.com



ORLEANS POLICE STATION ORLEANS, MA



PA was retained as the OPM in August of 2015 to head up the project team through a fast-track design and bidding program in an effort to have "bids in hand" for the Spring 2016 Annual Town Meeting. Bids came in under budget in March 2016. The Town was determined to construct the new Police Headquarters on the site of the existing station which required the department to be housed in a temporary off-site facility (constructed as part of this project). During the initial design investigations, subsurface investigations uncovered that the majority of the site was used as a fill site many years ago and the soils were unsuitable for a new building. The team was faced with undertaking a massive soils removal/replacement operation to make the site capable for the new building. Wanting to explore all options, a geo-pier option utilizing rammed aggregate piers was considered which would allow the existing soils to remain in place. The option appeared to be a viable solution, but the team had concerns over not receiving competitive bidding of the option due to the specialized field. It was PA's recommendation to develop (2) bidding options for the contractors; Option 1 – Remove Replace, or Option 2 – Geo-Pier. Utilizing this strategy allowed us and the Town of Orleans to receive very competitive quotes on the site work during bidding.

Project Size:
17,830 Sq. Ft.

Completion Date:
June 2018

PA Team Members:
Richard Pomroy & Taylor
MacDonald

Project Budget:
\$11,457,000.00
Final Overall Cost:
\$11,222,500.00
Under Budget:
\$234,500.00 (2%)
Change Orders:
\$295,000.00 (3.2%)
Total, 0.6% Design)

References:

- Chief Scott MacDonald, Chief of Police
(508) 255-0117; smacdonald@orleanspd.com
- Ron Collins, Director of Facilities
(508) 958-0839; rcollins@town.orleans.ma.us
- Todd Costa, Kaestle Boos Associates, Inc. (Architect)
(508) 203-8672; tcosta@kba-architects.com

FREETOWN POLICE STATION FREETOWN, MA



The design of the station includes a large training and operating center that will also be able to house meetings by town governing boards and other organizations. In addition, the new station received radio and telecommunications equipment upgrades, including a brand new, 180-foottall telecommunications tower.

Project Size:
22,335 Sq. Ft.

Completion Date:
November 2020

PA Team Members:
Richard Pomroy, Taylor
MacDonald & Neal Provost

Project Budget:
\$13,128,602.00
Final Overall Cost:
\$12,928,602.00
Under Budget:
\$200,000.00 (1.5%)*
*Does not include \$300K of Covid related costs; would have been a total savings of \$500K.
Change Orders:
\$675,584.00 (6.8%)
Total, 0.5% Design)

References:

- Lisa Pacheco, Building Committee Chair
(508) 542-5764; jlchico@comcast.net
- Carlton Abbott, Police Chief
(508) 763-4017; policechief@freetownpolice.org
- Andrew DiGiammo, Compass Group Architecture, LLC (Architect)
(774) 244-1101; adigiammo@compassgrouparch.com

TOWN OF BOURNE, MASSACHUSETTS

CERTIFICATE OF TAX COMPLIANCE

Tax Certification

Pursuant to M.G.L. Chapter 62C, Sec. 49A, and M.G.L. Chapter 151A, Section 19A, the undersigned acting on behalf of the business, certifies under penalty of perjury that, to the best of the undersigned's knowledge and belief, the business is in compliance with all the laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.*



** Signature of Individual

26-0071333

*** Individual's Social Security

Identification

Corporate Contractor Federal

By: Richard W. Pomroy
Corporate Officer

Date: 7/7/2022

* The provision in the Attestation of relating to child support applies only when the contractor is an individual.

** Approval of a contract or other agreement will not be granted unless the applicant signs this certification clause.

***Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of M.G.L. Chapter 62C, Section 49A.



POMRASS-01

SSEMEDO

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certification does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER FBinsure, LLC 128 Dean Street Taunton, MA 02780	CONTACT NAME:		
	PHONE (A/C, No, Ext): (508) 824-8666	FAX (A/C, No): (508) 880-0142	
	E-MAIL ADDRESS: info@fbinsure.com		
INSURED Pomroy Associates LLC PO Box 445 East Bridgewater, MA 02333	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Travelers Casualty Insurance Company of America		19046
	INSURER B : Travelers Property Casualty Company of America		25674
	INSURER C : Travelers Indemnity Company of Connecticut		25682
	INSURER D : Everest National Ins Co		10120
	INSURER E :		
INSURER F :			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			6801749P723	12/4/2021	12/4/2022	EACH OCCURRENCE	\$ 2,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence)				\$ 300,000	
	<input checked="" type="checkbox"/> Business Owners		MED EXP (Any one person)				\$ 5,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:		PERSONAL & ADV INJURY				\$ 2,000,000	
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 4,000,000
	OTHER:						PRODUCTS - COMP/OP AGG	\$ 4,000,000
A	AUTOMOBILE LIABILITY			BA8N421442	12/4/2021	12/4/2022	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY	<input checked="" type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per person)	\$ 20,000
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY	<input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY					BODILY INJURY (Per accident)	\$ 40,000
							PROPERTY DAMAGE (Per accident)	\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB			CUP8S794200	12/4/2021	12/4/2022	EACH OCCURRENCE	\$ 3,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$
	DED <input checked="" type="checkbox"/> RETENTION \$ 5,000							\$ 3,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			UB9J261852	1/2/2022	1/2/2023	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT	\$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$ 500,000
							E.L. DISEASE - POLICY LIMIT	\$ 500,000
D	Professional Liabil			PL5EO00505	1/1/2022	1/1/2023		2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Engineering Consultant. Professional Liability is written on a Claims Made Form with \$1,000,000/\$1,000,000 Retro Date of 1/1/2010 and \$2,000,000/\$2,000,000 Retro Date of 1/1/2017, and a Retention of \$20,000.

Richard Pomroy is included as a member of the LLC with respects the Work Comp in the Consulting classification.

CERTIFICATE HOLDER

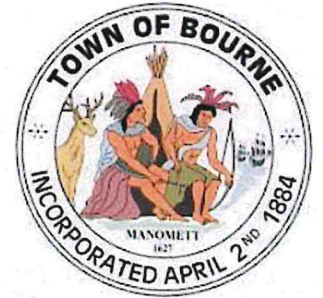
CANCELLATION

Proposal Certificate for Insurance Evidence

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

POMROY ASSOCIATES



BOURNE FIRE & RESCUE SUBSTATION OPM PRESENTATION

*WE CONSIDER "ABOVE AND BEYOND"
JUST A GOOD PLACE TO START.*

Pomroy Team

- Project Director & Principal – Richard Pomroy
- Senior Project Manager & Partner– Taylor MacDonald
- Assistant Project Manager – Jessica Martin
- On-Site Manager/Clerk – Neal Provost
- Cost Estimator – Noriko Hall
- QA/QC – Charles Fox, Virgil Pacheco, Robert Rice, Neal Provost, Richard Pomroy & Taylor MacDonald

BOURNE PROJECT TEAM

Who Will You See; From Start to Finish?

Richard Pomroy, Principal & Senior Project Manager (MCPPO, CSL, OSHA 10, CPMP)

- An effective communicator and negotiator;
- Has extensive design, development and budget management experience;
- Possesses a keen sense to problem solving; and
- Excels at public presentations and representations.

Taylor MacDonald, Partner & Senior Project Manager (MCPPO, LEED AP, CSL, OSHA 10)

- Possesses a keen sense of team awareness;
- An excellent communicator with strong organizational and delegation skills; and
- Possesses the natural ability to effectively manage the varying complexities of consultants, contractors and clients.

Jessica Martin, Project Manager & Project Administrator (CSL, OSHA 10 & 30)

- Highly detailed and organized professional;
- Experienced in procurement and pre-qualification actions;
- Excels in project accounting & invoicing, budget updates and funding forecasts; and
- Has the unique ability to tailor project reports and schedules to meet varying client's needs.

Neal Provost, Project Manager (CSL, OSHA 10 & 30)

- A client oriented professional with over 30 years of hands-on construction experience;
- Extremely qualified site manager with the ability to handle multiple trades and disciplines;
- Proficient in construction related quality control & assurance, documentation and record keeping; and
- Promotes active communication and team building on every project.



**Brewster Fire – Silver Medal
Recipient from Fire House
Magazine**

THE PUBLIC SAFETY CULTURE AT POMROY

- Current Knowledge Critical to Public Safety Buildings

- ✓ Safety
- ✓ Security
- ✓ Response Time
- ✓ Integrated Technology
- ✓ Equipment
- ✓ Operations
- ✓ Adjacencies
- ✓ Budgetary understanding
- ✓ Design
- ✓ Consultants

- Brewster Fire Headquarters – Silver Medal "Firehouse Magazine"
- Chatham Fire Headquarters
- Sandwich Public Safety
- Plymouth Fire Substation #7
- Plymouth Fire Substations #2, #4, & #5
- Mashpee Fire Station #2
- Abington Fire Headquarters
- Bridgewater Fire Station #2
- Norwell Police Headquarters
- Wellfleet Police Headquarters
- Orleans Police Headquarters
- Marion Police Headquarters
- Freetown Police Headquarters
- Lakeville Police Headquarters
- Dighton Police Headquarters
- Dartmouth Police Headquarters
- Bridgewater Police Headquarters
- Chatham PD & Annex Closeout
- Plymouth Emergency Operations Center
- Stoughton Fire Substation #2
- Stoughton Fire Headquarters and Public Health Center
- Raynham Public Safety
- Southeastern Massachusetts Regional Emergency Dispatch Center – 4 town dispatch
- Hanover Fire Substation & Headquarter Renovation
- Southbridge Fire Headquarters

BOURNE FIRE & RESCUE SUBSTATION



CRITICAL PATH – PHASE 1

- Procurement of a Qualified Designer
- Site Analysis & Selection
- Site Investigations
- Schematic Design & Estimating
- Town Meeting Preparation and Presentation
- Approval to move into Phase II (Design Development)

[illegible]

BOURNE FIRE & RESCUE SUBSTATION



PLANNING - CRITICAL ITEMS

- Project Programming & Schematic Design
- Site Analysis
- Owner Vendor Item Planning
- Estimating
- Marketing
- Town Liaison
- Quality Control Review
- Contractor Pre-qualification
- Bidding



Gay Head Lighthouse Relocation

BOURNE FIRE & RESCUE SUBSTATION



CONSTRUCTION - CRITICAL ITEMS

- Schedule
- Change Orders
- Budget Management
- Design Team Oversight
- GC Management & Oversight
- Punch Lists & Action Logs
- Owner Vender Management
 - Radios, Furniture, IT, AV, Security, FD Equipment, Material Testing, Geotech, Alerting System, Vehicle Exhaust Recovery System, Commissioning, Phones, Utilities...etc.



BOURNE FIRE & RESCUE SUBSTATION

POST OCCUPANCY - CRITICAL ITEMS

- Warranty Management
- Maintenance
- Closeout Documents
- 1 Year Walkthrough
- "Never Gone"

POMROY 
ASSOCIATES



THANK YOU

POMROY ^{pa}
ASSOCIATES





OPM Services for Bourne Fire & Rescue Substation Project

POMROY 
ASSOCIATES

SAMPLES OF PAST REPORTING

July 25, 2022



TABLE OF CONTENTS

Example Project Material can be found in the respective tabs and includes the following:

- 1. Project Financials**
 - a. Monthly Budget Report
 - b. Monthly Invoice Submission
 - c. Funding Forecast
- 2. Monthly Progress Report**
 - a. Board of Selectman Update
- 3. Meeting Minutes**
- 4. Value Engineering Recap**
- 5. Change Order Log**
- 6. Quality Control Reviews**

Pomroy Associates would be happy to furnish any additional information if requested.



1. PROJECT FINANCIALS

The financial analysis aspect of the project begins on day one of the project and never ends. Cost control during design and construction is essential for the success of any project and the Team at Pomroy Associates maintains a very aggressive stance on costs and budgets during all phases of a project. The project committee will receive monthly budget reports (and audits) every step of the way accompanied by historical and projected changes to the project budget. The following reports have been included for review and can be tailored to meet the needs of the Town;

- Monthly Budget Report
- Monthly Invoice Submission
- Funding Forecast

Example Project - BUDGET UPDATE #21 - Through December 10, 2020

Line Item	Beginning Budget	Adjustments												
		Nov-18	Mar-19	Apr-19	Jun-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
1 General Construction	\$ 10,732,403.00			\$ 253,223.00	\$ 393,174.00	\$ 5,545.49	\$ 84,913.89			\$ 194,235.81			\$ 24,706.00	\$ 32,705.33
2 Library Building Consultant	\$ 8,800.00													
3 Phase I - Feasibility Study Costs	\$ 105,000.00													
4 A/E Fees (Oudens Ello Architecture)	\$ 1,151,290.00	\$ 7,150.00	\$ 46,695.00											
5 IT/AV Consultant Allowance	\$ 92,265.00	\$ (7,150.00)	\$ (37,895.00)								\$ 23,850.00			
6 OPM Fees (Pomroy Associates)	\$ 420,000.00	\$ 15,590.00		\$ 5,420.00										
6A OPM Reimbursables Allowance	\$ -							\$ 41,160.00						
7 HazMat Abatement Design/Specs/Oversight	\$ 25,000.00			\$ (2,420.00)				\$ (22,580.00)			\$ 1,000.00			
8 Commissioning Agent	\$ 25,000.00	\$ 21,507.00												
9 Material Testing	\$ 25,000.00							\$ (6,160.00)						
10 3rd Party Cost Estimating	\$ 15,000.00	\$ (11,850.00)						\$ (3,150.00)						
11 Printing/Advertisement/Misc.	\$ 25,000.00			\$ (3,000.00)				\$ (17,847.28)						
12 Utility Company Backcharges	\$ 40,000.00													
13 LEED Expenses	\$ -													
14 Furniture/Shelving/etc.	\$ 586,692.00													
15 Window Treatments	\$ 23,709.00													
16 Telephone Equipment	\$ 105,750.00													
17 Computers	\$ 34,500.00													
18 AV Equipment ⁽¹⁾	\$ 40,000.00													
19 Signage	\$ 23,267.00													
20 Self Check System	\$ 107,695.00													
21 Building Security	\$ -													
22 Artwork	\$ 25,000.00													
23 Moving Costs	\$ 60,000.00													
24 Temporary Facility	\$ 240,000.00													
25 Construction Contingency	\$ 662,640.00				\$ 99,104.00	\$ (5,545.49)	\$ (84,913.89)	\$ 8,577.28		\$ (194,235.81)	\$ (24,850.00)		\$ (24,706.00)	\$ (32,705.33)
26 Soft Cost Contingency	\$ 287,897.00	\$ (25,247.00)	\$ (8,800.00)		\$ (253,850.00)									
26 Escalation (A/E, OPM & FF&E)	\$ 491,651.00			\$ (253,223.00)	\$ (238,428.00)									
27 Grand Total Dev Budget	\$15,353,559.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Footnotes:

(1) Line Item 18 includes the total cost of the AV system contract for HB Communications (\$133,445.00) minus the Cable Access Committee Contribution (\$37,150.00).

Example Project - BUDGET UPDATE #21 - Through December 10, 2020

Line Item	Beginning Budget									Ending Budget For Period	Description
		May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20		
1 General Construction	\$ 10,732,403.00			\$ 25,585.77	\$ 8,664.38		\$ 2,354.98	\$ 38,852.56	\$ 19,234.99	\$11,815,599.20	CO #12 added to GC contract.
2 Library Building Consultant	\$ 8,800.00									\$8,800.00	
3 Phase I - Feasibility Study Costs	\$ 105,000.00									\$105,000.00	
4 A/E Fees (Oudens Elto Architecture)	\$ 1,151,290.00	\$ 11,880.00				\$ 19,897.00			\$ 2,140.00	\$1,262,902.00	CO #8 added to OE contract.
5 IT/AV Consultant Allowance	\$ 92,265.00				\$ (47,220.00)					\$0.00	
6 OPM Fees (Pomroy Associates)	\$ 420,000.00					\$ 78,740.00				\$560,910.00	
6A OPM Reimbursables Allowance	\$ -									\$1,000.00	
7 HazMat Abatement Design/Specs/Oversight	\$ 25,000.00									\$0.00	
8 Commissioning Agent	\$ 25,000.00									\$46,507.00	
9 Material Testing	\$ 25,000.00									\$18,840.00	
10 3rd Party Cost Estimating	\$ 15,000.00									\$0.00	
11 Printing/Advertisement/Misc.	\$ 25,000.00									\$4,152.72	
12 Utility Company Backcharges	\$ 40,000.00				\$ (30,000.00)					\$10,000.00	
13 LEED Expenses	\$ -								\$ 2,681.50	\$2,681.50	Creation of line item from Contingency for expenses related to LEED. Carbon Offsets Proposal Approved by LBC on 11/4 (\$1906.50) and LEED construction submission (\$775.00) at end of project.
14 Furniture/Shelving/etc.	\$ 588,692.00			\$ (17,592.00)		\$ 150.85			\$ 902.83	\$570,153.68	Creative Office Pavilion CO#2 added to PO.
15 Window Treatments	\$ 23,709.00			\$ (23,709.00)						\$0.00	
16 Telephone Equipment	\$ 105,750.00				\$ (80,750.00)					\$25,000.00	
17 Computers	\$ 34,500.00									\$34,500.00	
18 AV Equipment ⁽¹⁾	\$ 40,000.00								\$ 56,295.00	\$96,295.00	Difference of funds and final cost of HB Communications contract (\$133,445.00) minus the Cable Access Committee Contribution (\$37,150.00).
19 Signage	\$ 23,267.00				\$ (21,367.00)					\$1,900.00	
20 Self Check System	\$ 107,695.00			\$ (60,000.00)	\$ (47,695.00)					\$0.00	
21 Building Security	\$ -			\$ 60,000.00				\$ 11,380.69	\$ 4,273.88	\$75,654.57	CO #4 added to Galaxy's contract.
22 Artwork	\$ 25,000.00				\$ (25,000.00)					\$0.00	
23 Moving Costs	\$ 60,000.00									\$60,000.00	
24 Temporary Facility	\$ 240,000.00					\$ 74,000.00				\$314,000.00	
25 Construction Contingency	\$ 662,640.00	\$ (11,880.00)		\$ 15,715.23	\$ 243,367.62	\$ (172,787.85)	\$ (2,354.98)	\$ (50,233.25)	\$ (85,528.20)	\$339,663.33	Contingency adjusted for the addition of change orders (to lines 1, 4, 14 and 21), creation of line item 13 and the difference of line 18 vs the initial budget allocation.
25 Soft Cost Contingency	\$ 287,897.00									\$0.00	Consolidated into Line 23
26 Escalation (A/E, OPM & FF&E)	\$ 491,651.00									\$0.00	Consolidated into Line 23
27 Grand Total Dev Budget	\$15,353,559.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$15,353,559.00	

Footnotes:

(1) Line Item 18 includes the total cost of the AV system contract for HB Communications (\$133,445.00) minus the Cable Access Committee Contribution (\$37,150.00).

Example Project - Payment Submission Recap #34 - 12/10/20

MBLC Eligible Costs							
Line Item	Vendor #	Scheduled Value (1)	Previously Expended	Current Submission	Total Completed to Date	Percent Complete	Balance To Complete
1 General Construction (Excl Landscaping & Paving)		\$ 11,490,858.20	\$8,547,878.77	\$850,356.05 (2)	\$9,398,234.82	82%	\$2,092,623.38
2 Library Building Consultant	Various	\$ 8,800.00	8,800.00	0.00	\$8,800.00	100%	0.00
3 Phase I - Feasibility Study Costs	Various	\$ 105,000.00	105,000.00	0.00	\$105,000.00	100%	0.00
4 A/E Fees (Oudens Ello Architecture)	5068	\$ 1,262,902.00	1,225,923.29	5,098.50 (3)	\$1,231,021.79	97%	31,880.21
5 IT/AV Consultant Allowance		\$ -	0.00	0.00	\$0.00		0.00
6 OPM Fees (Pomroy Associates)	1890	\$ 560,910.00	489,951.55	17,856.90 (4)	\$507,808.45	91%	53,101.55
6A OPM Reimbursables Allowance		\$ 1,000.00	903.53	0.00	\$903.53	90%	96.47
7 HazMat Abatement Design/Specifications/Oversight		\$ -	0.00	0.00	\$0.00		0.00
8 Commissioning Agent		\$ 46,507.00	20,505.72	1,521.06 (5)	\$22,026.78	47%	24,480.22
9 Material Testing		\$ 18,840.00	18,088.00	189.00 (6)	\$18,277.00	97%	563.00
10 3rd Party Cost Estimating	1890	\$ -	0.00	0.00	\$0.00		0.00
11 Printing/Advertisement/Misc	Various	\$ 4,152.72	4,152.72	0.00	\$4,152.72	100%	0.00
12 Utility Company Backcharges		\$ 10,000.00	1,956.70	0.00	\$1,956.70	20%	8,043.30
13 Furniture/Shelving/etc.		\$ 43,689.00	0.00	0.00	\$0.00	0%	43,689.00
14 Telephone Equipment (Excl Handsets)		\$ 19,000.00	0.00	0.00	\$0.00	0%	19,000.00
15 LEED Expenses		\$ 2,681.50	0.00	0.00	\$0.00	0%	2,681.50
16 Construction Contingency (Eligible Costs Only)		\$ 137,711.58	6,257.99	0.00	\$6,257.99	5%	131,453.59
17 Grand Total Dev Budget Eligible Costs		\$ 13,712,052.00	\$10,429,418.27	\$875,021.51	\$11,304,439.78	82.44%	\$2,407,612.22

MBLC Non-Eligible Costs							
Line Item Breakdown	Vendor #	Scheduled Value (1)	Previously Expended	Current Submission	Total Completed to Date	Percent Complete	Balance To Complete
18 General Construction (Landscaping & Paving Only)		\$ 324,741.00	26,125.00	26,125.00 (2)	\$52,250.00	16%	272,491.00
19 Furniture/Shelving/etc.		\$ 526,464.68	0.00	0.00	\$0.00	0%	526,464.68
20 Window Treatments		\$ -	0.00	0.00	\$0.00		0.00
21 Telephone Equipment (Handsets)		\$ 6,000.00	0.00	0.00	\$0.00	0%	6,000.00
22 Computers		\$ 34,500.00	0.00	0.00	\$0.00	0%	34,500.00
23 AV Equipment		\$ 96,295.00	6,996.75	0.00	\$6,996.75	7%	89,298.25
24 Signage		\$ 1,900.00	1,900.00	0.00	\$1,900.00	100%	0.00
25 Self Check System		\$ -	0.00	0.00	\$0.00		0.00
26 Security		\$ 75,654.57	0.00	0.00	\$0.00	0%	75,654.57
27 Artwork		\$ -	0.00	0.00	\$0.00		0.00
28 Moving Costs		\$ 60,000.00	36,580.45	0.00	\$36,580.45	61%	23,419.55
Personal Services (Town Labor)		\$ -	1,985.95	0.00	\$1,985.95		-1,985.95
29 Temporary Facility		\$ 314,000.00	273,000.00	13,000.00 (7)	\$286,000.00	91%	28,000.00
30 Construction Contingency (Landscaping & Paving)		\$ 201,951.75	0.00	0.00	\$0.00	0%	201,951.75
31 Grand Total Dev Budget Non-Eligible Costs		\$ 1,641,507.00	\$346,588.15	\$39,125.00	\$385,713.15	23.50%	\$1,255,793.85
32 Grand Total Dev Budget		\$15,353,559.00	\$10,776,006.42	\$914,146.51	\$11,690,152.93	76.14%	\$3,663,406.07

Footnotes:

- (1) Scheduled Value represents BUDGET UPDATE Report #21 - 12/10/20.
- (2) MOCC Pay App #18 for the period of 11/1 thru 11/30/20. Pay App has MBLC Eligible and MBLC Non-Eligible costs as separated above.
- (3) OE Invoice #1801-32 for contract services through November 2020.
- (4) Pomroy Associates Invoice #XXX-035 for schedule extension services through November 2020.
- (5) Colliers International invoice #007611 for Building Commissioning Services per contract through October 2020.
- (6) Briggs Engineering Invoices #INV0217441 for material testing services approved by the OPM.
- (7) FOR RECORD ONLY: Temp Facility rent paid by the Town for the month of January 2021 per attached voucher.

Recommended For Approval by Owner's Project Manager: Richard W. Pomroy Date: 12/09/20

Approval Signatures - The approvals below are authorizing the payments noted above totaling \$901,146.51 exclusive of rent payment.

Total COVID Related Costs Included in Payment Submission Recap #34: \$0.00

Name _____	Date _____	Name _____	Date _____
Name _____	Date _____	Name _____	Date _____
Name _____	Date _____	Name _____	Date _____

Example Project - Cash Flow Projections - Phase I - Design thru Bidding - Update #10

Uses

Uses	Beginning Budget Balance *	Funded Pre-Grant	Adjusted Budget Balance						
				May-18	Jun-18	Jul-18	Aug-18	Sep-18	Oct-18
General Construction (including Escalation)	\$ 11,796,364.21	\$ -	\$ 11,796,364.21	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library Building Consultant	\$ 8,800.00	\$ 8,800.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Phase I - Feasibility Study Costs	\$ 105,000.00	\$ 105,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
A/E Fees (Oudens Eilo Architecture)	\$ 1,260,762.00	\$ -	\$ 1,260,762.00	\$ 37,154.00	\$ 56,354.00	\$ 37,150.00	\$ 64,454.00	\$ 65,371.00	\$ 68,127.00
IT/AV Consultant Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPM Fees (Pomroy Associates)	\$ 560,910.00	\$ -	\$ 560,910.00	\$ 4,900.00	\$ 5,600.00	\$ 6,100.00	\$ 7,800.00	\$ 19,340.00	\$ 15,600.00
OPM Reimbursables Allowance	\$ 1,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
HazMat Abatement Design/Specifications/Oversight	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commissioning Agent	\$ 46,507.00	\$ -	\$ 46,507.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Material Testing	\$ 18,840.00	\$ -	\$ 18,840.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
3rd Party Cost Estimating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing/Advertisement/Misc	\$ 4,152.72	\$ -	\$ 4,152.72	\$ 499.20	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Company Backcharges	\$ 10,000.00	\$ -	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture/Shelving/etc.	\$ 569,250.85	\$ -	\$ 569,250.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Window Treatments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone Equipment	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computers	\$ 34,500.00	\$ -	\$ 34,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AV Equipment	\$ 96,295.00	\$ -	\$ 96,295.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Signage	\$ 1,900.00	\$ -	\$ 1,900.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Self Check System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ 75,654.57	\$ -	\$ 75,654.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Artwork	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Moving Costs	\$ 60,000.00	\$ -	\$ 60,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Temporary Facility	\$ 314,000.00	\$ -	\$ 314,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Construction Contingency	\$ 364,622.65	\$ -	\$ 364,622.65	\$ -	\$ -	\$ -	\$ -	\$ 1,750.00	\$ -
Soft Cost Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Escalation (A/E, OPM & FF&E)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total Dev Budget	\$15,353,559.00	\$ 113,800.00	\$ 15,239,759.00	\$ 42,553.20	\$ 61,954.00	\$ 43,250.00	\$ 72,254.00	\$ 86,461.00	\$ 83,727.00

* Beginning Budget Balance breakdown reflects the Draft Monthly Budget Report #21 through December 9, 2020. The budget has not been approved by the Committee but all changes included within have been individually approved

Project MBLC Funding Schedule

	Est 3/1/18 FY 2018	Est 3/30/19 FY 2019	Est 7/2/19 FY 2020	Est 3/1/21 FY 2021	Est 7/2/21 FY 2022
	1st MBLC Disb 20% @ Grant signing	2nd MBLC Disb 20% @ Docs Complete	3rd MBLC Disb 20% @ Bids Complete, Permit Issued	4th MBLC Disb 20% @ C of O & library open	5th MBLC Disb 20% @ Close Out complete
MSBA - Reimbursement	\$ 6,360,765.00	\$ 1,272,153.00	\$ 1,272,153.00	\$ 1,272,153.00	\$ 1,272,153.00

ACTUAL							Total Projected Cash Needed for Period Including Pre-Grant Funded Amount	Ending Budget Balance for Period
Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19		
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$11,796,364.21
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$8,800.00	\$0.00
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$105,000.00	\$0.00
\$ 106,059.10	\$ 72,884.10	\$ 49,062.60	\$ 141,767.35	\$ 67,273.30	\$ 61,251.55	\$ 11,854.00	\$838,762.00	\$422,000.00
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$0.00
\$ 10,400.00	\$ 7,496.00	\$ 22,488.00	\$ -	\$ 26,236.00	\$ 11,244.00	\$ 40,759.07	\$177,963.07	\$382,946.93
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0.00	\$1,000.00
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$0.00
\$ -	\$ -	\$ 1,549.00	\$ -	\$ 404.75		\$ -	\$1,953.75	\$44,553.25
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$18,840.00
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$0.00
\$ -	\$ 1,223.04	\$ 1,684.80	\$ -	\$ 209.04	\$ 536.64	\$ -	\$4,152.72	\$0.00
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$10,000.00
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$569,250.85
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$0.00
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$25,000.00
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$34,500.00
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$96,295.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,900.00	\$ -	\$1,900.00	\$0.00
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$0.00
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$75,654.57
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$0.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,693.35	\$ 32,587.10	\$36,280.45	\$23,719.55
\$ -	\$ -	\$ -	\$ -	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$39,000.00	\$275,000.00
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$1,750.00	\$362,872.65
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$0.00
\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$0.00	\$0.00
\$ 116,459.10	\$ 81,603.14	\$ 74,784.40	\$ 141,767.35	\$ 107,123.09	\$ 91,625.54	\$ 98,200.17	\$1,215,561.99	\$14,137,997.01
			#11	#12	#13 & #14			

Example Project - Cash Flow Projections - Phase II - Construction thru Move-In - Update #10

Uses	Beginning Budget Balance for Period	Actual (#15)	Actual (#16)	Actual (#17a)	Actual (#18)	Actual (#19)	Actual (#20)	Actual (#21)	Actual (#22)	Actual (#23)	Actual (#24)	Actual (#25)
		Jun-19	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	Jan-20	Feb-20	Mar-20	Apr-20
General Construction (including Escalation)	\$ 11,796,364.21	\$ -	\$ 286,777.45	\$ 254,583.00	\$ 369,372.83	\$ 417,624.75	\$ 386,612.95	\$ 384,377.43	\$ 347,240.67	\$ 328,222.62	\$ 736,263.89	\$ 678,359.70
Library Building Consultant	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Phase I - Feasibility Study Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
A/E Fees (Oudens Elio Architecture)	\$ 422,000.00	\$ 14,289.00	\$ 26,259.69	\$ 12,413.89	\$ 28,700.29	\$ 23,175.79	\$ 26,600.04	\$ 29,651.29	\$ 44,127.79	\$ 17,422.89	\$ 15,975.79	\$ 10,200.29
IT/AV Consultant Allowance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OPM Fees (Pomroy Associates)	\$ 382,946.93	\$ 9,585.29	\$ 9,100.00	\$ 17,850.00	\$ 18,774.00	\$ 39,827.45	\$ 17,850.00	\$ -	\$ 37,459.30	\$ 17,850.00	\$ 17,850.00	\$ 17,850.00
OPM Reimbursables Allowance	\$ 1,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 923.33	\$ -	\$ -	\$ -
HazMat Abatement Design/Specifications/Oversight	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Commissioning Agent	\$ 44,553.25	\$ -	\$ -	\$ -	\$ -	\$ 2,447.00	\$ -	\$ -	\$ -	\$ -	\$ 2,498.00	\$ 2,876.75
Material Testing	\$ 18,840.00	\$ -	\$ -	\$ -	\$ 3,956.00	\$ 2,606.00	\$ 3,550.00	\$ 2,801.00	\$ 712.00	\$ 1,563.00	\$ -	\$ 320.00
3rd Party Cost Estimating	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Printing/Advertisement/Misc	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Utility Company Backcharges	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Furniture/Shelving/etc.	\$ 569,250.85	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,956.70	\$ -	\$ -	\$ -	\$ -
Window Treatments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telephone Equipment	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Computers	\$ 34,500.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
AV Equipment	\$ 96,295.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Signage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Self Check System	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Security	\$ 75,654.57	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Artwork	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Moving Costs	\$ 23,719.55	\$ 672.59	\$ -	\$ 300.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Temporary Facility	\$ 275,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 26,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00
Construction Contingency	\$ 362,872.65	\$ -	\$ -	\$ 392.65	\$ 1,826.42	\$ -	\$ (269.95)	\$ 2,558.92	\$ -	\$ -	\$ -	\$ -
Soft Cost Contingency	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Escalation (A/E, OPM & FF&E)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Grand Total Dev Budget	\$ 14,137,997.01	\$ 37,546.88	\$ 335,137.14	\$ 298,539.54	\$ 448,629.54	\$ 498,680.99	\$ 447,343.04	\$ 434,345.34	\$ 443,463.09	\$ 378,058.51	\$ 785,587.68	\$ 722,606.74

Actual (#26)	Actual (#27)	Actual (#28)	Actual (#29)	Actual (#30)	Actual (#31)	Actual (#32)	Actual (#33)	Forecasted	Forecasted	Forecasted	Forecasted	Total Projected Cash Needed for Period	Ending Budget Balance
May-20	Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Nov-20	Dec-20	Jan-21	Feb-20	Mar-20		
\$ 367,822.04	\$ 63,044.85	\$ 694,609.24	\$ 425,587.80	\$ 640,022.92	\$ 948,995.42	\$ 1,244,486.21	\$ -	\$ 1,000,000.00	\$ 900,000.00	\$ 800,000.00	\$ 522,360.44	\$ 11,796,364.21	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 49,853.60	\$ 11,735.95	\$ 16,975.29	\$ 14,147.79	\$ 13,085.00	\$ 17,922.00	\$ 14,624.91	\$ -	\$ 12,000.00	\$ 10,000.00	\$ 8,000.00	\$ 4,838.71	\$ 422,000.00	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ 5,944.00	\$ 17,856.00	\$ 17,850.00	\$ 18,158.00	\$ 19,312.38	\$ 17,856.91	\$ -	\$ 17,856.00	\$ 17,856.00	\$ 17,856.00	\$ 14,265.36	\$ 368,806.69	\$ 14,140.24
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 923.33	\$ 76.67
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 2,554.62	\$ -	\$ -	\$ 1,456.60	\$ 2,226.92	\$ 1,554.10	\$ 2,937.98	\$ -	\$ 1,521.06	\$ 5,000.00	\$ 10,000.00	\$ 9,480.22	\$ 44,553.25	\$ -
\$ 333.00	\$ -	\$ -	\$ 1,309.00	\$ -	\$ 290.00	\$ 648.00	\$ -	\$ 752.00	\$ -	\$ -	\$ -	\$ 18,840.00	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,956.70	\$ 8,043.30
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 569,250.85	\$ -	\$ 569,250.85	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,000.00	\$ -	\$ 25,000.00	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 34,500.00	\$ -	\$ 34,500.00	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,996.75	\$ 10,000.00	\$ -	\$ 79,298.25	\$ -	\$ 96,295.00	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00	\$ 20,000.00	\$ 25,000.00	\$ 10,654.57	\$ 75,654.57	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,746.96	\$ -	\$ 23,719.55	\$ -
\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ 13,000.00	\$ -	\$ 13,000.00	\$ 9,000.00	\$ -	\$ -	\$ 269,000.00	\$ 6,000.00
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 55,000.00	\$ 50,000.00	\$ 20,000.00	\$ -	\$ 129,508.04	\$ 233,364.61
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ 433,563.26	\$ 93,724.80	\$ 742,440.53	\$ 473,351.19	\$ 686,492.84	\$ 1,001,073.90	\$ 1,293,554.01	\$ 6,996.75	\$ 1,130,129.06	\$ 1,011,856.00	\$ 1,611,652.06	\$ 561,599.30	\$ 13,876,372.19	\$ 261,624.82



2. MONTHLY PROGRESS REPORT

Committee meetings are typically held monthly once the project enters the construction phase. During these meetings a full overview of the project is presented including:

- ✓ Summary of all activity completed since the last meeting and all upcoming work to be completed
- ✓ Review of Contractor's schedule including any issues that could result in additional time
- ✓ Review of project financials which includes a discussion of the monthly budget update, monthly invoice submission, change orders and potential change orders, cash flow projections, etc. Any anticipated problems/concerns will also be addressed with recommended solutions to consider.
- ✓ Review of any other pertinent concerns including Contractor's safety performance, environmental compliance, community issues, etc.

This information is incorporated into the meeting minutes but can be issued as a separate report and can be tailored to meet the needs of the Town as specified in the OPM Contract. The following report has been included for review;

- Board of Selectman Update

Pomroy Associates LLC

Project: Example
Date: September 28, 2015
Subject: Board of Selectmen Update

Fire Station Update

1. **Progress** – As directed by the BOS at its July 20, 2015 meeting the design team has advanced the Schematic Design of a 22,500 sq. ft., (5) apparatus bay facility. Attached are architectural plans of renderings of the proposed facility. As part of the Schematic Design process the estimating was completed of the facility and site work.
2. **Facility Design** – As reported in previous updates, the facility has been reduced from 27,342 sq. ft. (2014 Spring Town Meeting) to a current size of 22,500 sq. ft. The majority of the size reduction is a result of;
 - Elimination of (1) apparatus bay.
 - Reduction of the number of fire fighter bunk rooms from 8 to 6.
 - Reduction of the number of living quarter toilet rooms.
 - Reduction of the size of the Kitchen/Dinning/Day Room.
 - Reduction of the size of the Training, Records, Mechanics/Maintenance areas and EMS Supply/Storage.
 - The elimination of the Training Office, Lieutenant's Office, Chief/DC bathroom and shower and the reconfiguration of the Captain's Office to create flexible space to accommodate (5) work spaces to cover the above noted reductions to Training and LT.

Other major design related modifications include;

- The building frame has been changed from conventional steel frame to a pre-fabricated steel frame.
- The exterior veneer has been changed from masonry to Hardi-plank cementitious siding.
- The exterior wall construction was changed from masonry back-up to steel stud back-up. Apparatus bay area to remain masonry back-up.
- The site grades around the new building have been adjusted lower to minimize the amount of excavation and infill, plus decrease the size of required retaining walls, and
- The building placement and site circulation has been modified to allow the existing station structure to be salvaged and re-utilized by the Town.

3. **Schedule** – The design team has developed (2) schedules for consideration.

Schedule 1 – Fall 2015 Start

- | | |
|--|-------------------------|
| • Schematic Design Refinement (1 month) | End, December 31, 2015 |
| • Design Development (3 months) | End, March 31, 2016 |
| • Construction Documents (4 months) | End, July 31, 2016 |
| • Bidding and Award (2 months) | End, September 30, 2016 |

Design/Bidding Duration

10 months

Construction Start

October 1, 2016

- New Construction (12 to 14 months)

End, November 2017

Construction Duration

12 to 14 months

Total Duration

22 to 24 Months

Schedule 2 – Spring 2016 Start

- | | |
|--|-------------------------|
| • Schematic Design Refinement (1 month) | End, June 30, 2016 |
| • Design Development (3 months) | End, September 30, 2016 |
| • Construction Documents (4 months) | End, January 31, 2017 |
| • Bidding and Award (2 months) | End, March 31, 2017 |

Design/Bidding Duration

10 months

Construction Start

April 1, 2017

- New Construction (12 to 14 months)

End, May 2018

Construction Duration

12 to 14 months

Total Duration

22 to 24 Months

4. **Budget** – Attached are the results of the budget reviews based on the current schematic estimates. Budgets have been provided for both Schedules 1 and 2.

5. Historical View

- | | |
|---|-----------------|
| • 2002 – Proposed renovation and expansion, 25,245 sq. ft. | \$3,700,000.00 |
| • 2008 – Feasibility Studies | |
| ○ Renovation/Expansion, 29,063 sq. ft. | \$10,301,651.00 |
| ○ Renovation/Expansion, 30,087 sq. ft. | \$12,311,579.00 |
| ○ New Construction, 25,795 sq. ft. | \$11,387,324.00 |
| • 2013 – Feasibility Studies Updates | |
| ○ Renovation/Expansion, 30,087 sq. ft. | \$13,563,084.00 |
| ○ New Construction, 25,795 sq. ft. | \$12,734,075.00 |
| • 2014 STM – New Construction, 27,342 sq. ft. | \$13,675,609.00 |
| • Fall 2014 BOS Update – New Construction, 26,464 sq. ft. | \$13,516,340.00 |
| • April 2015 BOS Update | |
| ○ Option 2A, Renovate/Expand, 26,717 sq. ft. | \$15,518,420.00 |
| ○ Option 3, New Construction, 22,500 sq. ft. | \$13,040,220.00 |
| ○ Option 4, Renovate/Expand, 25,564 sq. ft. | \$15,057,405.00 |
| • July 2015 BOS Update | |
| ○ 5 Bay New Construction, 22,500 sq. ft. | \$13,040,220.00 |
| ○ 4.5 Bay New Construction, 21,500 sq. ft. | \$12,660,220.00 |
| • September 2015 BOS Update | |
| ○ New Construction, 22,500 sq. ft. | \$13,401,251.00 |

6. Open Discussion



Example Project
SEPTEMBER, 2015

RENDERINGS





Example Project

SEPTEMBER, 2015

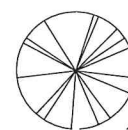


ARCHITECTURAL SITE PLAN

(5-BAY OPTION)



CDR MAGUIRE



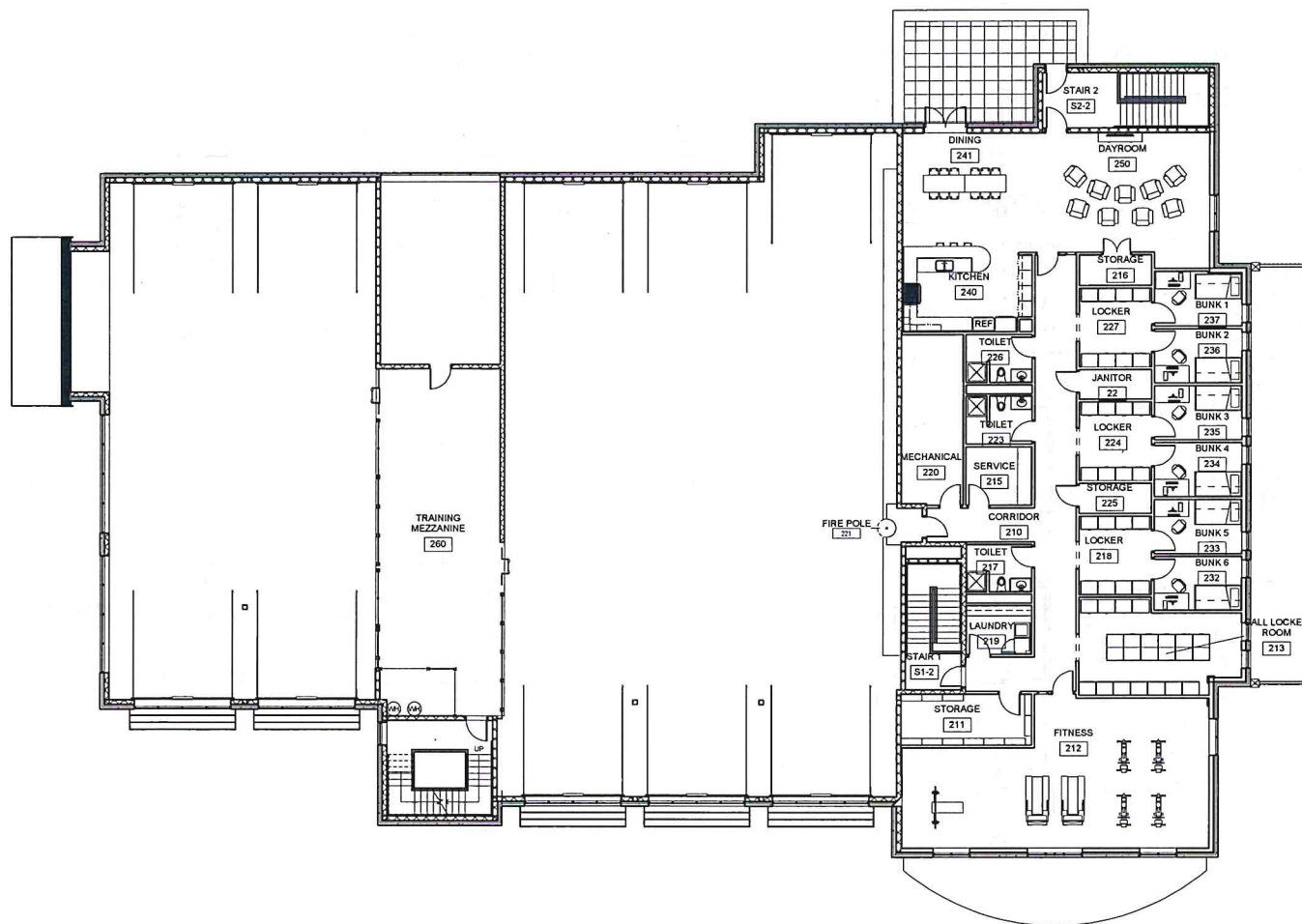
A circle with a vertical line passing through its center. A dashed line also passes through the center, forming a 45-degree angle with the vertical line. An arrow points to the dashed line with the label "PLAN NORTH".

8 6 4 2 0 8

SCALE: 1/8"=1'-0"



CDR | **MAGUIRE**



Example Project
SEPTEMBER, 2015



FLOOR PLAN - LEVEL 2

(5-BAY OPTION)

SCALE: 1/8"=1'-0"



CDR MAGUIRE

Example Project Project Budget Update

September 28, 2015

<u>Development Budget Breakdown</u>		Design Start Fall 2015	Design Start Spring 2016
Square Foot w/o Mezz		22,500	22,500
Line	Description		
<u>Construction Costs</u>			
1	Building and Site	\$9,268,986	\$9,268,986
2	Design Contingency (10% of hard cost, pre mark-ups)	\$921,828	\$921,828
3	Sub Total	\$10,190,814	\$10,190,814
4	Construction Escalation - Fall 2016 (7.5%)	\$764,311	\$0
5	Construction Escalation - Summer 2017 (11.25%)	\$0	\$1,146,467
6	Total Construction Costs	\$10,955,125	\$11,337,281
	Cost Per Square Foot	\$486.89	\$503.88
<u>Owner's Development Costs</u>			
7	Fuel Depot Allowance	\$60,000	\$60,000
8	Architect & Engineering	\$779,694	\$779,694
9	AE Additional Service and Reimbursable	\$5,000	\$5,000
10	Generator Analysis/Alt Location	\$2,500	\$2,500
11	Utility Engineer	\$15,000	\$15,000
12	Owners Project Manager	\$441,525	\$441,525
13	Commissioning Agent	\$30,000	\$30,000
14	3rd Party Estimates (2 @ \$5,000.00)	\$10,000	\$10,000
15	Land Survey, GeoTech, Perk and Wetlands	\$24,750	\$24,750
16	Structural Peer Review	\$5,000	\$5,000
17	Legal Fees	\$10,000	\$10,000
18	Furniture & Furnishings	\$160,000	\$160,000
19	Security System (allowance)	\$30,000	\$30,000
20	Phone System (allowance)	\$8,000	\$8,000
21	Misc. Loose Equipment	\$101,000	\$101,000
22	Communication Equipment	\$314,550	\$314,550
23	Move Costs (allowance)	\$10,000	\$10,000
24	Town Bonding/BAN Fees	\$25,000	\$25,000
25	Utility Company Back charges	\$20,000	\$20,000
26	Reproduction/Misc.	\$15,000	\$15,000
27	Material Testing	\$20,000	\$20,000
28	Total Owner's Development Costs	\$2,027,019	\$2,027,019
29	Plus - Recommended Overall Project Contingency (5%)	\$649,107	\$668,215
30	Grand Total	\$13,631,251	\$14,032,515
31	Less 2013 Appropriation (Research and Schematic Design)	-\$230,000.00	-\$230,000.00
32	Final Budget	\$13,401,251.20	\$13,802,515.00



3. MEETING MINUTES

Accurate and effective meeting minutes are critical to the success of a project and we strive to ensure that all meaningful discussion and delegation of work is properly accounted and tracked throughout the duration of the project. Provided is an example of construction meeting minutes which have been recorded by PA.

Example Project

Project Meeting #27 – Minutes

May 7, 2020

Participants:

Chief – (EB), Yes	Mark – (MS), Yes
Captain – (PFA), No	Richard – (RP), Yes
Battalion Chief – (DM), No	Bruce – (BH), Yes
Deputy Chief – (GK), No	BJ – (BJ), Yes
Marlene – (MM), Yes	Chris – (CH), Yes
Pam – (PH), No	David – (DP), Yes
Ashly – (AL), No	Jim – (JD), No
Tom – (TF), No	Tom – (TI), No
Deputy Chief – (NF), No	Paul & Inspection Staff – (PM), No
Jonathan – (JB), No	Joe – (JY), No

Distribution of minutes will be distributed to all participants.

OLD BUSINESS

<u>ACTION BY</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>DATE OPENED</u>	<u>DATE CLOSED</u>
RP	16.08	BJ questioned how the electric strikes are tied into security system. Need to determine what the Town will use. 12/19/19 – MS indicated that the security system is owned by the electrician. BJ to check on submittal. 1/2/20 – Electrician does not own headend equipment. RP to research. 1/16/20 – RP is pulling together a security quote. 1/30/20 – Open. 2/13/20 – Open. 2/28/20 – Open 3/12/20 – Open 3/26/20 – Open. 4/9/20 – RP has document complete and will send to PH for approval. 4/23/20 – RP reported that Bid Docs are out on the street and the bids are due today 4/23/20 by 2pm. Once received RP will send a summary to PH. 5/7/20 – RP reported that bidding and award has been completed. Signet Security is on board and initial meeting will be scheduled. Item Closed	12/6/19	5/7/20
SA/P&P	20.09	BJ suggested a no cost change to go from black iron compressed air piping to aluminum. P&P to submit for record and SA to respond. 2/13/20 – Open. 2/28/20 – Open. 3/12/20 – SA OK with change. P&P to confirm with Plumbing Inspector. 3/26/20 – Open. 4/9/20 – Open. 4/23/20 – Open. 5/7/20 – BJ confirmed approval with Plumbing Inspector. Item Closed.	1/31/20	5/7/20

<u>ACTION BY</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>DATE OPENED</u>	<u>DATE CLOSED</u>
RP	21.07	DP requested that the turnover elements be added into the schedule for training, close-out, etc. RP to develop separate Owner Schedule. 2/28/20 – Open. 3/12/20 – Open 3/26/20 – Open 4/9/20 – Open. 4/23/20 – Open. 5/7/20 - Open	2/13/20	
RP	21.08	MM requested information regarding service agreements, etc. 2/28/20 – Open. 3/12/20 – Open 3/26/20 – Open 4/9/20 – Open. 4/23/20 – Open. 5/7/20 - Open	2/13/20	
P&P	22.06	The docking station delay in delivery is holding up permanent power. P&P indicates a 4/10 delivery. 3/12/20 – No change, Open 3/26/20 – Generator was delivered today. No work on docking station. 4/9/20 – CH noted that docking station is confirmed to ship on 4/10/20. RP needs to be kept in the loop as to when P&P is looking for activation by Eversource. 4/23/20 – BJ reported that the docking station is still in manufacturing and will be shipping this week. 5/7/20 – Item has shipped, P&P has tracking order, should be on site by 5/11. RP will contact Eversource.	2/28/20	
SA	22.15	The perimeter fencing decision needs to get back on the table for a decision. MS to review with FD. 3/12/20 – Open 3/26/20 – Open 4/9/20 – To be reviewed on site with SA next week. 4/23/20 – MS noted that an SK has been issued for the perimeter fencing. BJ indicated that cedar fencing from Canada may be impacted by the COVID 19 pandemic and suggested making a decision as soon as possible. 5/7/20 – COP #25 was reviewed which includes the demo, added retaining wall and new fencing. P&P to split up the PCO into #25 and #26. Fencing in (1) and demo and retaining wall in the other. Work has been approved and P&P is approved to release the order for the fencing. Item Closed.	2/28/20	5/7/20
P&P	23.12	P&P to review project specifications for all training and turn-over requirements. P&P to integrate these items into the close-out schedule. 3/26/20 – Item Open 4/23/20 – Open. 5/7/20 - Open	3/12/20	

<u>ACTION BY</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>DATE OPENED</u>	<u>DATE CLOSED</u>
PFA	23.13	RP noted that PFA was working with Comcast relative to the fire fighters CATV and wifi access. PFA to work with Town IT to firm up what is required for a separate signal and wireless access point. RP noted that the ceilings will be closed up soon. 3/26/20 – BH reported that PFA is working with Plymouth IT to get accomplished. 4/9/20 – PFA is working with Town's contractor and CATV. CB to check with status. Needs to be wrapped up by 4/11/20. 4/23/20 – NF indicated that the scope is all squared away and the work will be completed tomorrow. 5/7/20 – BH reported that the Department is all squared away with the preparations. The WAP will be installed in the future by FD. Item Closed.	3/12/20	5/7/20
Record	24.01	COVID 19 Update – All notes prior to 4/23/20 are included in earlier Meeting Minutes. 4/23/20 – BJ reports that the Vehicle Exhaust Recover System install has been delayed and the Epoxy Paint supplier is shut down. Other than that, no new issues. 5/7/20 – BJ reported no new information or issues.	3/26/20	
RP	24.07	Open PCO's – Good shape. RP to send MM CO #4 for DP to sign. 4/9/20 – Received. PH is going to look for CO#3 when she gets to the Town Hall. 4/23/20 – Open. 5/7/20 – PCO #25 was discussed above in 22.15. CO #5 will be submitted to the Building Comm on 5/14/20. Item Closed.	3/26/20	5/7/20
P&P/MM	25.06	P&P would like to complete the sewer connection in Hedge next week. MM to discuss with DPW due to Covid19 limited hours. 4/23/20 – BJ reported that the work is scheduled for next Monday, weather permitting. RJ Roy will be responsible for the 3 rd party engineer on behalf of the DPW. BH to notify Chad at the DPW. 5/7/20 – Work is under way currently. DPW will be performing Inspections. Item Closed.	4/9/20	5/7/20
Record	25.07	P&P is looking to complete binder pavement on or about 4/30/20. 4/23/20 – BJ reported that this has been pushed to the first week in May. 5/7/20 – The work has been pushed to the first week in May.	4/9/20	
Record	26.06	DP inquired about any issues getting labor due to pandemic. BJ reported that everybody is short staffed.	4/23/20	4/23/20
SA	26.07	MA will issue his field report today.	4/23/20	4/23/20
RP	26.08	CH noted that he is ready for a walkthrough with Battalion Chief Malaguti to review the fire protection. RP to send an e-mail for 2:30pm on Monday. 5/7/20 – Walkthrough complete, no issues. Item Closed.	4/23/20	5/7/20

<u>ACTION BY</u>	<u>ITEM #</u>	<u>DESCRIPTION</u>	<u>DATE OPENED</u>	<u>DATE CLOSED</u>
PH/PFA	26.09	PH noted that she is working with PFA to finalize exercise equipment purchase. 5/7/20 – EB indicated that everything should be finalized this week.	4/23/20	
Record	26.10	BH reported that the emergency generator was being set today and that the Verizon service cable has been installed. 5/7/20 – Item Closed.	4/23/20	5/7/20
		NEW BUSINESS		
P&P	27.01	Schedule – See attached 2-week look-a-head.	5/7/20	5/7/20
Record	27.02	Hot Submittals - None	5/7/20	5/7/20
SA	27.03	Hot RFI's – Color/pattern of shades.	5/7/20	5/7/20
	27.04	Safety Update – No safety issues, however it should be noted that the painter damaged the emergency generator enclosure with a boom lift. The generator manufacturer has been notified.	5/7/20	5/7/20
Record	27.05	Certified Payroll – No issues.	5/7/20	5/7/20
Record	27.06	BH reported that LW Bills (alerting system) has been on site and is approx. 85% complete.	5/7/20	
P&P/EB	27.07	The fuel depot installed is scheduled for the week of May 11 th . The Town's fuel supplier (Burke) will handle filling the tanks when necessary.	5/7/20	
BH	27.08	BH is confirming and working with WB Mason on furniture delivery date.	5/7/20	
P&P	27.09	P&P can discard the pre-cast cap stone attic stock. The Town doesn't need it.	5/7/20	
SA/P&P	27.10	MS to confirm room #'s on all room signage. P&P to ensure that all official room numbers are used for all system information boards/codes/drawings.	5/7/20	
P&P/BH	27.11	DP asked to make sure that all attic stock is turned over with transmittals and the BH confirms.	5/7/20	
Record	27.12	DP questioned if team had been communicating and coordinating with Town IT. BH confirmed that Joe Young has been attending the team's coordination meetings and all set.	5/7/20	5/7/20
		End of Meeting		
		Next Full Meeting – May 21, 2020, 9:30am, Via Telecom		

The minutes above have been recorded by Rick Pomroy on behalf of Pomroy Associates and constitute the items reviewed and the decisions reached at the Project Meeting. If you were present at the meeting and perceive a discrepancy with the information given in this report, please notify Pomroy Associates within 48 hours of the receipt of this document.



4. VALUE ENGINEERING RECAP

During design, we continually review the project design and proposed materials from a cost and longevity perspective to ensure that the budget remains under control and the client is fully aware of the impact of decisions made during the design process. Provided is an example of a review that was completed for a past project.

Example Project - Cost Impact Options Reviewed During Design

#	Description	Est'd Value	Accepted	Comments
1	Eliminate Car Port	\$ 163,500.00	No	
2	Look at Options to Simplify Car Port	No value applied	No	Take away all architectural features
3	Eliminate Out Building	\$ 970,000.00	No	
4	Reduce Scope of Out Building	No value applied	Yes	Shell building only with storage mezz
5	Removal/Disposal of Generator by Owner	\$ 1,905.00	No	GC will re-use at Temp Facility
6	Asphalt Berm vs Granite Curb	\$ 22,100.00	Yes	Modifications made
7	Flag Poles & Exterior Signage by Owner	\$ 36,580.00	No	
8	Bike Rack by Owner	\$ 3,100.00	No	
9	Eliminate All Fencing and Auto Gates	\$ 35,300.00	No	Security risk
10	Eliminate Automatic Gates	\$ 12,800.00	No	Security risk
11	Eliminate Vintage Car Pad	\$ 3,200.00	No	
12	Landscaping & Irrigation by Owner	\$ 62,000.00	No	
13	Eliminate Cast Stone Wall Base	\$ 26,000.00	Yes	Stone removed from scope.
14	Utilize Wood Frame Const vs Steel Wherever possible	\$ 218,000.00	Yes	Modifications made where appropriate.
15	Eliminate Roof Hatches and Ladders	\$ 11,500.00	No	
16	Eliminate Ceiling Coffers in Training	\$ 10,000.00	Yes	Modifications made
17	All interior signage by owner	\$ 22,800.00	No	
18	Reduce Sidelights on Interior Doors	\$ 5,000.00	Yes	Modifications made
19	Drywall Casing @ Windows vs Wood	\$ 17,800.00	No	
20	Eliminate High Wind Windows and Doors	No value applied	No	
21	Eliminate Fitness Room Mirrors	\$ 10,000.00	No	
22	Eliminate High Impact Wall Covering, Fitness	\$ 4,600.00	No	
23	Eliminate Fitness Room Flooring	\$ 10,230.00	No	
24	Single Door Into Training vs Dbl.	No value applied	Yes	Modifications made
25	Reduce Store Front Entry Systems	No value applied	Yes	Modifications made
26	Utilize Typical Ceiling Tile Throughout	\$ 10,500.00	Yes	Modifications made
27	Eliminate Acoustic Panels in Interview Rooms	\$ 15,700.00	No	But did reduce scope
28	No Tile Walls in Lobby	\$ 14,200.00	Yes	Modifications made
29	Review & Reduce Scope of All Millwork as Appropriate	No value applied	Yes	Modifications made
30	No Epoxy Flooring in Sally Port	\$ 8,200.00	No	
31	Eliminate Access Floor & Recessed Floor in Dispatch/IT	\$ 20,000.00	No	
32	Eliminate Entrance Mats and Recessed Floors at Entrys	No value applied	No	

Example Project - Cost Impact Options Reviewed During Design

33	Eliminate Window Blinds and Shades	\$ 9,300.00	No	
34	Eliminate Coiling Counter Doors (2)	\$ 18,542.00	No	Needed for fire rating and security.
35	Eliminate Projection Screen in Training	\$ 6,950.00	Yes	Flat screens to be used
36	Eliminate (2) Cupola's	\$ 37,200.00	No	
37	Eliminate High Density Storage Units	\$ 52,500.00	No	Will increase square footage of building.
38	All Appliances by Owner to Save on P&O	\$ 14,800.00	Yes	Need to cover in Owner Equipment
39	No Fire Protection Sprinklers in Aux Bldg	\$ 15,100.00	Yes	Not required by code.
40	Reduce Scope of Compressed Air System in Aux Bldg	\$ 15,500.00	Yes	Plus, compressor by owner.
41	Reduce # of Windows in Main Bldg	\$ 12,700.00	Yes	Modifications made
42	Eliminate Storage Mezz in Aux Bldg	\$ 41,050.00	No	Needed for storage
43	Eliminate Carport Railing	\$ 31,000.00	No	Needed to screen chiller
44	Eliminate Vehical Exhaust Ventilation Syststem in Aux Bldg	\$ 14,900.00	Yes	Modifications made
45	Eliminate Water Fill Station in Patrol Lobby	No value applied	Yes	Modifications made
46	Reduce the Size of the Tight Tank to 5,000	No value applied	Yes	Modifications made
47	Use Vinyl Siding vs Cementicious	\$ 40,000.00	No	Not acceptable
48	Simplified Chair Rail/Wainscot Detail in Public Areas	No value applied	Yes	Modifications made
49	Utilize Office Cubicals vs Separate Offices	No value applied	Yes	Modifications made
50	Utilize "Vestibule" Cell Design to Reduce Overall # of Cells Required	No value applied	Yes	Modifications made
51	Reduce Admin Offices by (1) Office	No value applied	Yes	Modifications made
52	Incorporate Smaller Lockers for Summer Staff, to Reduce Sq Ft.	No value applied	Yes	Modifications made
53	Limit Ballistic Protection to Lobby Areas	No value applied	Yes	Modifications made
54	Eliminate (or reduce) Floor Boxes in Training/EOC	\$ 20,000.00	No	Need to flexibility in room
55	Eliminate 2nd Redundant Communications Feed From Eldridge	No value applied	No	Wanted to insure no interruption in service.
56	Eliminate Lightning Protection	\$ 8,700.00	No	Not reccomended
57	Reduce Capacity of Emergency Generator to NOT Include AC	No value applied	No	AC needs to be on emergency power
58	Eliminate Power Washer and Curtain in Aux Bldg.	No value applied	No	
59	Eliminate Radiant Floor Heating System in Aux Bldg	\$ 21,100.00	Yes	Modifications made
60	Reduce roof details, eliminate gable ends, and simplify façade	No value applied	No	Building must fit into neighborhood and have the cottage look.
61	Reduce Size of Training to Accomdate Site Restrictions and Elect Rm	No value applied	Yes	No net square footage reduction.



5. CHANGE ORDER LOG

When a Change Order Proposal is received, an evaluation is immediately performed to determine:

- i.) Is the change order valid?
- ii.) If valid, is the cost reasonable?
- iii.) What is the reason for the change?

After taking these three components into consideration, a recommendation to approve or deny the requested change is made to the Town member(s) responsible for ultimately making the decision. All Change Orders are recorded in a tracking log which makes note of all open potential exposures as well as previously accepted/denied items so the Town is fully aware of the impact of change orders at all times. Provided is an example of a typical tracking log used on a past project.

Example Project - PCO/Change Order Log - 9/18/19

CR#	DESCRIPTION	Issue Date	Reason For Change	Original Value	Final Value	Change Class	Design	Owner Upgrade	Unforeseen	Current Status	CO #
1	Furnish and install Faucets and Shower Valves	5/30/18	Valves and Faucets were not noted correctly on the bid set	\$8,775.11	\$8,393.15	Design	\$8,393.15			Approved	CO#1
2	Furnish and install wall hung sinks	5/31/18	Plumbing fixture L-1 was specified to be a drop in, counter mount type. The architectural drawings do not show shower counters in these locations. Cost is associated with changing fixtures to wall hung type.	5,591.73	5,336.35	Design	5,336.35			Approved	CO#1
WL1	Fiber line coordination with trenching	6/21/18	Additional time and labor to excavate and support the existing fiber conduit on shoulder of Route 18.	4,500.00	2,367.75	Unforeseen			2,367.75	Approved	WL CO#1
3	Rev Relocation	7/12/18	Coordination of ERV-2 in truss space for future access and maintenance. Cost is for redesigning (8) roof truss to carry additional loading and allowable space within the truss to accommodate the relocation of heat exchanger ERV - 2.	\$888.28	\$888.28	Design	\$888.28			Approved	CO#2
4	Fire Service to 6"	8/1/18	Final design of Fire line based on flow tests of new hydrant on site. Change was from a proposed 4" line.	\$555.18	\$555.18	Unforeseen			555.18	Approved	CO#3
5	Fire Service to 8"	8/1/18	8" line not required, see #4.	2,387.26	0.00	Unforeseen			0.00	Rejected	N/A
6	Waste tank venting	8/3/18	Plumbing inspector noted that a full size vent would be needed on the garage waste tight tank. This means changing the vent from a 2" to a 4" vent.	2,534.38	2,534.38	Design	2,534.38			Approved	CO#3
7/7R	Countertop Change	8/8/18	Change in an initial VE item which changes back laminate countertops to quartz.	7,723.06	5,550.54	Owner Upgrade		5,550.54		Approved	CO#4
8	Slide gate operator	8/16/18	Change in an initial VE item which adds back in the slide gate operator to close off public from PD parking areas. This price does not include roughly 16K from Signet for the security components.	25,655.63	25,655.63	Owner Upgrade		25,655.63		Approved	CO#3
A	Signet Security Components for Side Gate	9/12/18	Vehicle access security interface components	16,780.00	16,780.00	Owner Upgrade		16,780.00		Approved	Amend#1
9	Roof drain piping	8/30/18	Pipe run was shown on drawings but not indicated as to the size, type, etc. This change adds the pipe in to connect all roof drainage to underground drainage system and into bio swale.	20,720.91	0.00	Design	0.00			Rejected	N/A
9R	Roof drain piping	8/30/18	This is the same as #9 but reduces the need for all the pipe to the underground drainage and allows downspouts to empty into stone band at grade.	7,468.62	7,468.62	Design	7,468.62			Approved	CO#3
10	Coating of HVAC Coils	8/31/18	Coating not needed. Coating is typically only used in high salt environments.	-4,000.00	-4,700.00	Design	-4,700.00			Approved	CO#3
11	Propane Tanks	8/31/18	Cost to provide tanks, excavation, and install of complete system.	22,375.95	22,375.95	Owner Upgrade		22,375.95		Approved	CO#3
12	Coiling Doors	8/31/18	Cost was received for coiling doors because typical garage door type doors were interfering with evidence storage cages. Decision was made to move the cages to avoid the change.	5,884.87	0.00	Design	0.00			Rejected	N/A
13	Change Sally Port Floor Drains	8/31/18	Specified floor drains did not allow for enough concrete coverage at outlet. Decision was made to move towards a round drain with center outlet.	3,917.00	2,873.59	Design	2,873.59			Approved	CO#3
14	Additional conduit for fiber connection	10/2/18	Cost to trench under existing TW Camp road to bring conduit and pull box to existing fiber location, PA has requested an updated quote with "moleing" under newly paved drive.	13,385.28	13,432.64	Owner Upgrade		13,432.64		Approved	CO#7
15	Credit for Wire Mesh partition	10/16/18	Partition was reconfigured in the outbuilding so there would not be an issue with overhead door opening into the cage.	-5,266.00	-5,266.00	Design	-5,266.00			Approved	CO#4
16	Drywall at underside of truss at outbuilding	11/7/18	Pricing requested for this with NTE number of 12K	12,000.00	12,000.00	Owner Upgrade		12,000.00		Approved	CO#5
17	Electrical at Gate	11/7/18	Electrical conduit and power necessary to run motorized auto gate.	3,322.67	3,322.67	Owner Upgrade		3,322.67		Approved	CO#5
18	Impound area	11/7/18	Pricing requested for gravel impound area with fencing behind out building.	43,001.46	0.00	Owner Upgrade		0.00		Rejected	N/A
18R1	Impound area fencing	12/13/18	Fencing only of #18	22,262.56	22,262.56	Owner Upgrade		22,262.56		Approved	CO#6
18R2	Gravel at impound area	12/13/18	Gravel and grading only of #18	16,645.47	16,645.47	Owner Upgrade		16,645.47		Approved	CO#6

Example Project - PCO/Change Order Log - 9/18/19

CR#	DESCRIPTION	Issue Date	Reason For Change	Original Value	Final Value	Change Class	Design	Owner Upgrade	Unforeseen	Current Status	CO #
19	Roof access panels	12/6/18	Furnish and install 3 roof access doors at Sally Port for truss access	1,947.44	1,947.44	Design	1,947.44			Approved	CO#6
20	Ceramic Tile Revision	1/1/419	Specified tile was discontinued. Cost to stay with same "blue" type tile.	6,251.09	6,251.09	Owner Upgrade		6,251.09		Approved	CO#6
B	Signet Cameras at interior of Outbuilding	11/7/18	Outbuilding did not have any cameras incorporated into original design in effort to reduce costs. This adds cameras for security.	7,224.00	7,224.00	Owner Upgrade		7,224.00		Approved	Amend #2
C	Signet Cameras at exterior of Outbuilding	11/29/18	Adds 1 exterior multi sensor camera at the outbuilding to view rear of property	5,272.00	5,272.00	Owner Upgrade		5,272.00		Approved	Amend #3
21	Out Building Fire Alarm	2/4/19	Adds a full addressable fire alarm system to the outbuilding	17,126.71	17,126.71	Owner Upgrade		17,126.71		Approved	CO#7
22	Added electrical requested by Owner	2/4/19	Added power locations for PD equipment / Fax machines	4,387.01	4,387.01	Owner Upgrade		4,387.01		Approved	CO#7
23	Septic Venting	2/4/19	Not coordinated on bid set, this send vent up through building roof	15,647.83	15,647.83	Design	15,647.83			Approved	CO#7
24	Added Irrigation Sleeve	2/4/19	Added for future irrigation pathways	785.61	785.61	Owner Upgrade		785.61		Approved	CO#7
25	Revised Window Detail at entry	2/4/19	Architectural revision to align windows at vestibule entry	3,212.08	3,212.08	Owner Upgrade		3,212.08		Approved	CO#7
26	Added electrical and data requested by Town IT	2/12/19	Additional power and data locations throughout the station.	12,759.26	12,759.26	Owner Upgrade		12,759.26		Approved	CO#7
27	Additional TV location in Public Lobby	2/20/19	Requested by Chief for informational purposes in public lobby	1,696.66	1,696.66	Owner Upgrade		1,696.66		Approved	CO#8
28	Electrical conduit for Mag locks	2/20/19	Result of Chief requesting a mag lock on the training room door for added security. Found wiring was not necessary.	1,115.84	0.00	Owner Upgrade		0.00		Rejected	N/A
29	Shut off Valves for Cell Fixtures	2/26/19	Locate shut offs for cells in plumbing chases	1,118.12	0.00	Design	0.00			Rejected	N/A
30	Added Road Sign	3/6/19	Daktronics dual side message board sign & Building patch signage.	41,594.91	41,594.91	Owner Upgrade		41,594.91		Approved	CO#8
31	Added Generator Electrical Circuit	4/3/19	Additional circuit required by generator supplier	1,704.86	1,704.86	Owner Upgrade		1,704.86		Approved	CO#8
32	Fire Alarm Relay RFI 54	4/5/19	Activation control wiring for emergency supply fan within detention area was not show on the drawings.	1,512.14	1,512.14	Design	1,512.14			Approved	CO#9
33	Guard Rail	4/5/19	135 linear feet of guard rail adjacent to drainage basin in public parking. PD asked for this as a safety concern.	9,474.64	9,474.64	Owner Upgrade		9,474.64		Approved	CO#9
34	Signage	4/11/19	"Secure all weapons prior to entering" signage requested by PD	224.29	224.29	Owner Upgrade		224.29		Approved	CO#9
35	Electrical Switch ASI 38	4/11/19	Added toggle switch in dispatch to control outlet / circuit that Lakecam runs on, this gives PD ability to shut down lakecam in private situation.	1,110.67	1,110.67	Owner Upgrade		1,110.67		Approved	CO#9
36A	Paint outbuilding ceilings	4/30/19	Paint was not part of original scope, removed in VE. Decision by committee was to do exterior ceilings only.	23,848.15	10,536.13	Owner Upgrade		10,536.13		Approved	CO#10
36B	Paint outbuilding walls	4/30/19	Paint was not part of original scope, removed in VE.	9,144.31	0.00	Owner Upgrade		0.00		Rejected	Open

Example Project - PCO/Change Order Log - 9/18/19

CR#	DESCRIPTION	Issue Date	Reason For Change	Original Value	Final Value	Change Class	Design	Owner Upgrade	Unforeseen	Current Status	CO #
37	HVAC power feeds	4/29/19	HVAC heat pumps CU-2 and CU-3 called for 43 amps in lieu of 40amps provided under contract	3,370.59	3,370.59	Design		3,370.59		Approved	CO#10
38	Plumbing mixing valves	5/8/19	Needed to tempure the detention sinks properly	858.86	858.86	Design	858.86			Approved	CO#10
39	Security slide gate	5/15/19	Power circuits required for the added gate	4,183.72	4,183.72	Owner Upgrade		4,183.72		Approved	CO#10
40A	Exterior Irrigation	5/15/19	Added to the project	24,748.64	24,748.64	Owner Upgrade		24,748.64		Approved	CO#10
40B	Back flow device for Irrigation	5/15/19	Necessary by adding the irrigation system	2,501.62	2,501.62	Owner Upgrade		2,501.62		Approved	CO#10
41	Add landscaping	5/15/19	Added to the project	40,000.00	40,000.00	Owner Upgrade		40,000.00		Approved	CO#10
42	Add power to outbuilding	5/15/19	Added power for exterior lighting and camera at outbuilding	4,648.90	4,648.90	Owner Upgrade		4,648.90		Approved	CO#10
43	Added Landscaping at outbuilding	6/6/19	Added to fill a gap between the outbuilding and original planting plan	1,950.00	1,950.00	Owner Upgrade		1,950.00		Recommend for CO#11	CO#11
44	Elect T&M Gate Operator Power & Conduits	6/12/19	Final piece to adding powered security gates, this power runs the gates.	1,493.05	1,493.05	Owner Upgrade		1,493.05		Recommend for CO#11	CO#11
45	Elect T&M conduits for AV	6/12/19	Additional pathways requested by AV contractor to run wiring	384.29	384.29	Owner Upgrade		384.29		Recommend for CO#11	CO#11
46	Elect T&M outlets for security in out building	6/12/19	Additional outlets and power added to outbuilding for added security system components	269.83	269.83	Owner Upgrade		269.83		Recommend for CO#11	CO#11
47	added shelving	6/12/19	Additional shelving requested by PD	5,750.54	0.00	Owner Upgrade		0.00		Rejected	N/A
48	Change Electric Locks	6/17/19	Lock set at (4) doors was incorrect in the field and needed to be swapped to electric function for access control.	3,717.46	0.00	Design	0.00			Rejected	N/A
49	Revised Grading & Yard Drains	6/19/19	Additional yard drain installed during drainage install to an area that was seen to gather water.	3,550.80	3,550.80	Unforeseen			3,550.80	Approved	CO#11
50	Irrigation Sleeve at Trench Drains	6/19/19	Additional sleeves for owner installed irrigation system	394.29	394.29	Owner Upgrade		394.29		Approved	CO#11
51	Relocate Septic Vent	6/19/19	Moving septic vent away from front yard and to side yard.	3,370.26	3,370.26	Design	3,370.26			Approved	CO#11
52	Interior Sign Badge	6/28/19	Price to add PD badge to wall millwork	1,938.70	1,938.70	Owner Upgrade		1,938.70		Approved	CO#14
53	Interior Sign "Mission Statement"	6/28/19	Price to add PD mission statement to wall millwork	3,435.55	3,435.55	Owner Upgrade		3,435.55		Approved	CO#14
54	Mail Box	7/8/19	Requested by PD	1,374.84	1,374.84	Owner Upgrade		1,374.84		Approved	CO#12
55	Guardrail on camp entrance side	7/26/19	Guard rail to keep parking off grass at camp entrance	9,474.64	9,474.64	Owner Upgrade		9,474.64		Approved	CO#14
56	Glass replacement	7/26/19	Replacing glass in booking so that the booking glass does not have "holes" for camera lens.	2,040.27	2,040.27	Owner Upgrade		2,040.27		Approved	CO#14

Example Project - PCO/Change Order Log - 9/18/19

CR#	DESCRIPTION	Issue Date	Reason For Change	Original Value	Final Value	Change Class	Design	Owner Upgrade	Unforeseen	Current Status	CO #
57	Power to light Pole Cameras	8/2/19	Work completed on T&M to bring power to cameras on exterior light poles. Griffin feels power to the cameras was not shown on the plans.	1,057.44	1,057.44	Design	1,057.44			Approved	CO#13
58	Outbuilding exterior outlet	8/6/19	Bring power to back of outbuilding for exterior power	1,861.69	1,861.69	Owner Upgrade		1,861.69		Approved	CO#13
59	Cubicle electrical changes	8/6/19	Provide power to hard wire in cubicles in patrol room	1,175.67	1,175.67	Owner Upgrade		1,175.67		Approved	CO#13
60	Floor Box Covers	8/6/19	Work on installing floor boxes that would work with the new AV system	1,503.48						Rejected	
61	Paint Bench Credit	8/9/19	Because bench was removed from lobby, paint was not needed.	-385.00	-385.00	Design	-385.00			Approved	CO#14
62	Caulk detention handrail	9/13/19	requested by DPH	812.06	812.06	Unforeseen			812.06	Under Review	
63	Flood lights to field parking		Requested by PD							Under Review	
Totals				\$529,749.23	\$415,454.80		41,537.34	366,631.67	7,285.79		

Change Order Breakdown To Date

CO#1	\$13,729.50
WL CO#1	\$2,367.75
CO#2	\$888.28
CO#3	\$56,763.35
CO#4	\$284.54
CO#5	\$15,322.67
CO#6	\$47,106.56
CO#7	\$67,351.14
Signet	\$29,276.00
CO#8	\$44,996.43
CO#9	\$12,321.74
CO#10	\$90,848.46
CO#11	\$11,412.52
CO#12	\$1,374.84
CO#13	\$4,094.80
CO#14	\$16,504.16
Open	\$812.06
Total Changes	\$415,454.80



6. QUALITY CONTROL REVIEWS

We believe that all design disciplines (including the OPM) should complete and be responsible for a full Quality Control ("QC") review of the completed documents prior to bidding. Provided is an example of a review that was recently completed for a project now in construction.

Example Project - Civil, Struct, Arch and MEP Quality Control Review Comments - 12/8/20

Item #	Plan #	Reviewer	Review Date	Plan Date	Item	Date Addressed	Addressed by Whom	Description of Action/s Taken
1	Spec	RWP	12/5/2020	11/24/2020	Table of Contents, page 3 eliminate FSB from elevators, sec 260100 part of 26000 FSB not 26001			
2	Spec	RWP	12/5/2020	11/24/2020	sec 271000 same comment sec 283200 same comment			
3	Spec	RWP	12/5/2020	11/24/2020	Table of Contents page 4 Geo Tech to be provided in front end			
4	Spec	RWP	12/5/2020	11/24/2020	General requirements consider having separate section for change order procedures.			
5	Spec	RWP	12/5/2020	11/24/2020	Page 8 warrantees discuss requiring two year warrantees. Section 1.14 add in separate office trailer for OPM and Architect, Pomroy to provide specs.			
6	Spec	RWP	12/5/2020	11/24/2020	Page 11 Section 1.14.0 add in "security must be coordinated with FD and PD".			
7	Spec	RWP	12/5/2020	11/24/2020	Page 12 Section 1.14.Q - discuss requiring on-site monitoring after facility is closed in.			
8	Spec	RWP	12/5/2020	11/24/2020	Page 16 Section 1.19.G "submit the remaining three copies, not five"			
9	Spec	RWP	12/5/2020	11/24/2020	Section 012300 - Alternates - update list			
10	Spec	RWP	12/5/2020	11/24/2020	Section 014330 Mock-ups - provide a list of mock-ups required			
11	Spec	RWP	12/5/2020	11/24/2020	Section 0230001.3.A - add "and notify architect of any defiations"			
12	Spec	RWP	12/5/2020	11/24/2020	Complete front end of spec and confirm with Owner on acceptance.			
13	General	RWP	12/5/2020	11/24/2020	Change title block on drawings and include OPM below owner and add company logo			
14	General	RWP	12/5/2020	11/24/2020	Include a detail of the building façade mock-up panel required and project sign.			
15	General	RWP	12/5/2020	11/24/2020	Review all wall, ceiling, soffit and attic cavities to confirm appropriate fire stopping coverage has been defined			
16	C2.0.1	RWP	12/5/2020	11/24/2020	Add note - contractor to maintain existing gravel drive for duration of project and until project is complete			
17	C2.0.1	RWP	12/5/2020	11/24/2020	Note in middle of site indicates high lighted area. No highlighted area shown.			
18	C2.0.1	RWP	12/5/2020	11/24/2020	Question: what is the solid line in the north corner of the site adjacent to the vegetated area to be maintained?			
19	C2.0.1	RWP	12/5/2020	11/24/2020	Note: existing drainage structure to be removed and relocated, where?			
20	C2.0.1	RWP	12/5/2020	11/24/2020	Pathway, driveway and building light notes reference audio/visual drawings - should be electrical			
21	C2.1.1	RWP	12/5/2020	11/24/2020	All curb notations should be clearly identified between different types of curbs and make sure notations are located correctly.			
22	C2.1.1	RWP	12/5/2020	11/24/2020	Remove add alt for emergency access drive			
23	C2.1.1	RWP	12/5/2020	11/24/2020	Provide slab details for medical shed and generator			
24	C2.1.1	RWP	12/5/2020	11/24/2020	Carport indicates details on landscape drawings, they do not exist			
25	C2.1.1	RWP	12/5/2020	11/24/2020	Accurately show extent of timber guardrails			
26	C2.1.1	RWP	12/5/2020	11/24/2020	Provide detail keys for bollards, guardrails, etc.			
27	C2.1.1	RWP	12/5/2020	11/24/2020	Confirm with highway department regarding types of curbing			
28	C2.1.1	RWP	12/5/2020	11/24/2020	Proposed trail head notes - eliminate "for trail improvement and signage"			
29	C2.2.1	RWP	12/5/2020	11/24/2020	What is the purpose of the overflow outlet on the north end of the site?			
30	C2.2.1	RWP	12/5/2020	11/24/2020	Attempt to relocate the two roof drain basins to an area not within the pavement			
31	C2.2.1	RWP	12/5/2020	11/24/2020	Spell out and detail the requirements for the four crosswalks			
32	C2.2.1	RWP	12/5/2020	11/24/2020	Provide detail for the two foot wide drainage stone strip			
33	C2.2.1	RWP	12/5/2020	11/24/2020	Provide details for the dumpster pad and gravel strip			
34	C2.2.1	RWP	12/5/2020	11/24/2020	The roof drain basin adjacent to the gym will conflict with the bocci court			
35	C2.2.1	RWP	12/5/2020	11/24/2020	Provide more detailed information for the paved inlets and note that conditions may vary from location to location			
36	C2.2.1	RWP	12/5/2020	11/24/2020	Spell out the "no parking" requirements for the turning lane			
37	C2.2.1	RWP	12/5/2020	11/24/2020	Key all improvement elements to details provided on other sheets			
38	C2.2.1	RWP	12/5/2020	11/24/2020	Note: "existing draining structure with beehive grate to be removed" - C2.1.1 indicates to be relocated			
39	C2.2.1	RWP	12/5/2020	11/24/2020	Put a big dashed circle around the skateboard park entrance and improvement area and add a note indicating "work in this area must be coordinated with OPM and town as it is an active roadway for skate park"			
40	C2.3.1	RWP	12/5/2020	11/24/2020	Consider moving proposed E and T services to western side of site to avoid disrupting skate park improvements			
41	C2.3.1	RWP	12/5/2020	11/24/2020	Confirm location of existing gas main in Quaker			

Item #	Plan #	Reviewer	Review Date	Plan Date	Item	Date Addressed	Addressed by Whom	Description of Action/s Taken
47	C2.3.1	RWP	12/5/2020	11/24/2020	Question: TP-1 through TP-4 were not completed in area of ceptic system. Were any test completed in the ceptic system area?			
48	C2.3.1	RWP	12/5/2020	11/24/2020	Show HP-3 concrete pad behind the east side of gym entrance			
49	C2.3.1	RWP	12/5/2020	11/24/2020	Need details for grease trap - none shown on P drawings			
50	C2.3.1	RWP	12/5/2020	11/24/2020	Confirm the two knox box locations with FD			
51	C2.3.1	RWP	12/5/2020	11/24/2020	Transformer pad details are provided on E drawings. We need to define who does what between the site contractor and E contractor			
52	C2.3.1	RWP	12/5/2020	11/24/2020	Confirm electric utility and gas utility applications have been submitted by design team			
54	C2.4.1	RWP	12/5/2020	11/24/2020	Add in curb and berm details for each type required on project			
55	C2.4.1	RWP	12/5/2020	11/24/2020	Provide 2-foot gravel strip detail			
56	C2.4.1	RWP	12/5/2020	11/24/2020	Key all details to plans			
58	C2.4.3	RWP	12/5/2020	11/24/2020	Downspout boot detail - coordinate with architectural wall details and confirm if boot is factory finished			
59	C2.4.3	RWP	12/5/2020	11/24/2020	Where are area drains and infiltration trenches shown on drawings? If they don't exist, eliminate details.			
60	C2.4.4	RWP	12/5/2020	11/24/2020	Power controls and alarms - note 2 is confusing, says contractor shall provide electrical equipment, need to define separation of scope clearly			
61	C2.4.4	RWP	12/5/2020	11/24/2020	Pump control panel - be sure location is coordinated correctly with E drawings			
62	C2.4.4	RWP	12/5/2020	11/24/2020				
63	L200	RWP	12/5/2020	11/24/2020	Confirm number of benches - 2 shown, 4 required?			
64	L200	RWP	12/5/2020	11/24/2020	Provide detail key for rear patio concrete pavers			
65	L200	RWP	12/5/2020	11/24/2020	Accurately locate future trail head location behind building			
66	L200	RWP	12/5/2020	11/24/2020	The "legend" indicates a limite of work with a solid bold line - the limit of work is not shown on the plan			
67	L200	RWP	12/5/2020	11/24/2020	Flag guardrails and confirm curb stop locations			
68	L200	RWP	12/5/2020	11/24/2020	Why is there a travel island in the middle of the southwest parking lot? Painted crosswalk would be more efficient			
69	L200	RWP	12/5/2020	11/24/2020	Carport needs to be cleared up - "Civil" says "L" drawings, "L" drawings say "Civil"			
70	L500	RWP	12/5/2020	11/24/2020	Eliminate detail 7			
71	L500	RWP	12/5/2020	11/24/2020	Detail 8 - call for bollard to be painted			
72	L501	RWP	12/5/2020	11/24/2020	Confirm there are two styles of benches			
73	A001	RWP	12/5/2020	11/24/2020	Complete drawing			
74	A004	RWP	12/5/2020	11/24/2020	Confirm type of air barrier to be utilized - drawings and details conflict			
75	A004	RWP	12/5/2020	11/24/2020	Detail 9 - add note "reference crushed stone base" see structural - confirm vapor retarder or barrier			
76	A004	RWP	12/5/2020	11/24/2020	Detail 10 add note "reference crushed stoen base" see structural - confirm vapor retarder or barrier - confirm detail matches 8/A521			
77	A004	RWP	12/5/2020	11/24/2020	Detail 11 - show floor joists and how batts are applied. Also show ceiling			
78	A004	RWP	12/5/2020	11/24/2020	Detail 14 - show roofdeck and structural system in detail - make sure it matches 1/A512			
79	A011	RWP	12/5/2020	11/24/2020	Provide elevator shaft wall detail			
80	A101	RWP	12/5/2020	11/24/2020	Show floor drains in all bathrooms and mechanical areas and kichen as they may apply			
81	A101	RWP	12/5/2020	11/24/2020	Key in all plan details as they are developed, ex., 1-A500 and 2-A500			
82	A101	RWP	12/5/2020	11/24/2020	Comment: concerned with using wood doors at all locations where access control and HP assistance would be required - need to discuss			
83	A103	RWP	12/5/2020	11/24/2020	All roof details must be keyed to roof plan			
84	A103	RWP	12/5/2020	11/24/2020	Show kitchen exhaust penetration and confirm all other MEP penetrations are show on roof plan			
85	A103	RWP	12/5/2020	11/24/2020	Provide roof hatch, elevator roof and cupola details			
86	A103	RWP	12/5/2020	11/24/2020	Show HVAC equipment overlayed on flat roof			
87	A103	RWP	12/5/2020	11/24/2020	Need gutter and downspout details for typical and much more detail is needed for the concealed gutter system			
88	A103	RWP	12/5/2020	11/24/2020	Provide snow guard details as required			
89	A103	RWP	12/5/2020	11/24/2020	Provide HVAC curb details and coordinate roof drain locations with HVAC equipment			
90	A111	RWP	12/5/2020	11/24/2020	Key in all details for soffits and ceilings			
91	A111	RWP	12/5/2020	11/24/2020	Show access panel locations for all mechanical equipment			
92	A112	RWP	12/5/2020	11/24/2020	Provide attic access and walkway for low roof over admin.			
93	A112	RWP	12/5/2020	11/24/2020	Key in all details for soffits and ceilings			
94	A112	RWP	12/5/2020	11/24/2020	Need a detail for the raised ceiling area in Fitness			
95	A112	RWP	12/5/2020	11/24/2020	What is the ceiling material in the Gym, exposed metal deck? Accoustic deck?			

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96	A200	RWP	12/5/2020	11/24/2020	Make sure all downspouts are clearly shown			
97	A200	RWP	12/5/2020	11/24/2020	Concerned with transition detail at Admin. Roof change from asphalt to metal - confirm the system works with the hip			
98	A201	RWP	12/5/2020	11/24/2020	Make sure all downspouts are clearly shown			
99	A201	RWP	12/5/2020	11/24/2020	Concerned with transition detail at Admin. Roof change from asphalt to metal - confirm the system works with the hip			
100	A201	RWP	12/5/2020	11/24/2020	Note: PV array as alternate			
101	A301	RWP	12/5/2020	11/24/2020	Section 2 - show ceiling soffit in 112 - flat roof transition areas need more detail			
102	A301	RWP	12/5/2020	11/24/2020	Section 4 - second floor landing and railing need more detail			
103	A310	RWP	12/5/2020	11/24/2020	Section 1 - show structural steel and roof truss more accurately - need a similar section thru a non-window condition			
104	A310	RWP	12/5/2020	11/24/2020	What is exposed view condition of gym metal deck?			
105	A310	RWP	12/5/2020	11/24/2020	(HSS beyond) post is not clearly defined in structural drawings - need locations and connections			
106	A310	RWP	12/5/2020	11/24/2020	Section 2 - base detail at footing and slab should be redesigned. Consider two haunched slabs and wall starting on top of slab			
107	A310	RWP	12/5/2020	11/24/2020	Section 3 - accurately show where structural steel exists in walls and accurately roof truss design			
108	A311	RWP	12/5/2020	11/24/2020	Section 1 - show condition where low slope roof is over internal area - insulation will be required			
109	A311	RWP	12/5/2020	11/24/2020	Section 2 - show fire stopping required in cavity - provide detail section at Fitness roof - look at changing footing detail - provide details for the cupola			
110	A311	RWP	12/5/2020	11/24/2020	Section 3 - accurately show truss configuration			
111	A320	RWP	12/5/2020	11/24/2020	Section 1 - confirm all notes shown on drawing and do not run-off sheet			
112	A320	RWP	12/5/2020	11/24/2020	Section 4 - show structure and metal deck in slope roof			
113	A320	RWP	12/5/2020	11/24/2020	Section 4 - show structural tube steel in wall - column line 14			
114	A320	RWP	12/5/2020	11/24/2020	Section 3 - consider using haunched slabs rather than carrying studs down to footing and complete detail.			
115	A320	RWP	12/5/2020	11/24/2020	Section 6 - why is masonry shelf so deep? Should exterior sheathing carry down foundation stem?			
116	A320	RWP	12/5/2020	11/24/2020	Section 6 - show flashing and weeps correctly			
117	A321	RWP	12/5/2020	11/24/2020	Complete detail sheet and key all sections into drawings			
118	A321	RWP	12/5/2020	11/24/2020	Section 1 - confirm truss joists ribbon is installed correctly			
119	A410	RWP	12/5/2020	11/24/2020	Plan 1 - confirm a chase is provided for gas trap vents by pot and pan washing			
120	A410	RWP	12/5/2020	11/24/2020	Detail 4 and 5 - provide sizes for overhead doors and details			
121	A420	RWP	12/5/2020	11/24/2020	Confirm town wants to use electric hand dryers			
123	A430	RWP	12/5/2020	11/24/2020	Section 1 - Show detail 5/A521 in correct location and note typical for all applications in meeting room			
124	A430	RWP	12/5/2020	11/24/2020	Section 1 - show track above ceiling, show jamb block and correct running trim			
125	A430	RWP	12/5/2020	11/24/2020	Section 2 - eliminate dotted moveable wall as it is confusing - show recess cavity			
126	A430	RWP	12/5/2020	11/24/2020	Section 3 - show track above ceiling			
127	A430	RWP	12/5/2020	11/24/2020	Put all moveable partition details on this sheet and key details			
128	A431	RWP	12/5/2020	11/24/2020	Section 1 - note - acoustical metal deck ceiling - no other information provided elsewhere			
129	A431	RWP	12/5/2020	11/24/2020	Show connection details for all gym equipment			
130	A431	RWP	12/5/2020	11/24/2020	Show handrail posts and how they connect the structure			
131	A431	RWP	12/5/2020	11/24/2020	Show details for future gym divider curtain			
132	A432	RWP	12/5/2020	11/24/2020	Section 1 - note - acoustical metal deck ceiling - no other information provided elsewhere			
133	A432	RWP	12/5/2020	11/24/2020	Show connection details for all gym equipment			
134	A432	RWP	12/5/2020	11/24/2020	Show handrail posts and how they connect the structure			
135	A432	RWP	12/5/2020	11/24/2020	Show details for future gym divider curtain			
136	A433	RWP	12/5/2020	11/24/2020	Complete Sheet			
137	A434	RWP	12/5/2020	11/24/2020	Complete Sheet			
138	A440	RWP	12/5/2020	11/24/2020	Complete Sheet			
139	A441	RWP	12/5/2020	11/24/2020	Complete Sheet			
140	A451	RWP	12/5/2020	11/24/2020	Complete Sheet			
141	A451	RWP	12/5/2020	11/24/2020	Section 3 - provide railing detail at balcony			
142	A451	RWP	12/5/2020	11/24/2020	Question - note indicates carpet inlay, no other details show this?			
143	A452	RWP	12/5/2020	11/24/2020	Complete Sheet			
144	A452	RWP	12/5/2020	11/24/2020	Section 3 - very concerned with detail			

Item #	Plan #	Reviewer	Review Date	Plan Date	Item	Date Addressed	Addressed by Whom	Description of Action/s Taken
145	A500	RWP	12/5/2020	11/24/2020	Complete Sheet and key all details to floor plans			
146	A510	RWP	12/5/2020	11/24/2020	Complete Sheet			
147	A510	RWP	12/5/2020	11/24/2020	Details 1, 2 and 3 - more detail required, very concerned with dimensional aspects and want to make sure that concrete bases are installed correctly			
148	A512	RWP	12/5/2020	11/24/2020	Section 1 - does roof cavity between rigid and dens deck require venting?			
149	A512	RWP	12/5/2020	11/24/2020	Show roof truss system in detail, provide gutter details			
150	A512	RWP	12/5/2020	11/24/2020	What is the ceiling system in the gym?			
151	A512	RWP	12/5/2020	11/24/2020	Section 2 - show ceiling in section and insulation is required under low slope roof			
152	A512	RWP	12/5/2020	11/24/2020	Section 3 - show structural steel and deck system in detail			
153	A512	RWP	12/5/2020	11/24/2020	Section 4 - complete detail			
154	A512	RWP	12/5/2020	11/24/2020	Section 5 - concealed gutter needs to be fully detailed and downspouts included			
155	A513	RWP	12/5/2020	11/24/2020	Section 1 - show roof truss and wall construction accurately in drawing			
156	A513	RWP	12/5/2020	11/24/2020	Section 2 - show bearing wall beneath truss and show 2 x 12 flat room joists and how they are connected to trusses			
157	A513	RWP	12/5/2020	11/24/2020	Section 3 - this detail should be on the roof plan sheet			
158	A513	RWP	12/5/2020	11/24/2020	Section 3 - show overflow drain in detail			
159	A520	RWP	12/5/2020	11/24/2020	Section 2 - show tube hanger posts up to structure and how they are connecter			
160	A520	RWP	12/5/2020	11/24/2020	Section 3 - show tube hanger posts up to structure and how they are connecter			
161	A520	RWP	12/5/2020	11/24/2020	Section 4 - detail is for service counter not display case			
162	A520	RWP	12/5/2020	11/24/2020	Section 5 - show joists and wall construction accurately - why triple plates?			
163	A520	RWP	12/5/2020	11/24/2020	Section 6 - how is expansion joint connected? Show wood floor joists system correctly - confirm third layer of drywall goes to underside of deck			
164	A520	RWP	12/5/2020	11/24/2020	Section 6 - why are metal studs offset from first floor to second floor?			
165	A521	RWP	12/5/2020	11/24/2020	Section 1 - why is framing cavity around beam so large?			
166	A521	RWP	12/5/2020	11/24/2020	Section 2 - what is alignment guide referencing?			
167	A521	RWP	12/5/2020	11/24/2020	Section 5 - light cove light fixture is not shown on E drawings			
168	A521	RWP	12/5/2020	11/24/2020	Section 4 - details needs to be cleaned up			
169	A521	RWP	12/5/2020	11/24/2020	Section 8 - calls for a vent cove base - does one exist? Never heard of it before...			
170	A521	RWP	12/5/2020	11/24/2020	All ceiling details must be keyed to reflect the ceiling plans			
171	A530	RWP	12/5/2020	11/24/2020	Complete sheet			
172	A600	RWP	12/5/2020	11/24/2020	Concerned with all wood doors which require access control and a HP access assistance			
173	A600	RWP	12/5/2020	11/24/2020	All sections to show flashing and air barrier systems clearly			
174	A600	RWP	12/5/2020	11/24/2020	Section 6 - show pitch/slope of sidewalk			
175	A602	RWP	12/5/2020	11/24/2020	Medical equipment shed needs to be better defined. Who owns what and what type of shed needs to be discussed?			
176	A602	RWP	12/5/2020	11/24/2020	Electrical requirements are not shown on E drawings			
177	A610	RWP	12/5/2020	11/24/2020	All exterior details must show flashing and air barrier clearly			
178	A610	RWP	12/5/2020	11/24/2020	Section 6 - this detail conflicts with other details shown			
179	FS100	RWP	12/5/2020	11/24/2020	Key in counter details, as required			
180	S101	RWP	12/5/2020	11/24/2020	Question: what is a 5-ply CLT elevator shaft?			
181	S101	RWP	12/5/2020	11/24/2020	Should slabs be pitched for floor drains in bathrooms, mechanical spaces, kitchen, etc.?			
182	S102	RWP	12/5/2020	11/24/2020	Structural drawings do not pick up the railing posts systems for walking track - what is holding the deck up?			
183	S102	RWP	12/5/2020	11/24/2020	Very concerned with detailing for gym entrance structure - several more sections required			
184	S104	RWP	12/5/2020	11/24/2020	Consider providing an elevation front or rear showing all structural steel			
185	S104	RWP	12/5/2020	11/24/2020	Concerned with the location and elevations of the upper steel and trusses			
186	S202	RWP	12/5/2020	11/24/2020	Section 5 - where does this occur? If not applicable, please remove			
187	S210	RWP	12/5/2020	11/24/2020	Section 2 - show connections and barring points for roof trusses and flat room system			
188	S210	RWP	12/5/2020	11/24/2020	Section 3 - show connections and barring points for roof trusses and flat room system			
189	S210	RWP	12/5/2020	11/24/2020	Section 5 - we really need a full detail of the running track structure, supports and hangers			
190	S210	RWP	12/5/2020	11/24/2020	Concerned with lack of detail for all connections			
191	S301	RWP	12/5/2020	11/24/2020	Section 5 - complete detail			
192	S401	RWP	12/5/2020	11/24/2020	Section 1 - show hanger supports and connections			
193	S401	RWP	12/5/2020	11/24/2020	Section 2 - concerned with downward bending of bent plate			
194	S401	RWP	12/5/2020	11/24/2020	Section 4 - concerned with downward bending of bent plate			

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195	H101	RWP	12/5/2020	11/24/2020	What are the three boxes shown outside of vestibule 130?			
196	H101	RWP	12/5/2020	11/24/2020	Confirm HP 3 pad is shown on Civil			
197	H101	RWP	12/5/2020	11/24/2020	Coordinate branch circuit controllers with reflected ceiling plan and access requirements			
198	H101P	RWP	12/5/2020	11/24/2020	Coordinate branch circuit controllers with reflected ceiling plan and access requirements			
199	H102	RWP	12/5/2020	11/24/2020	Section 2 - provide access to attic for service of mechanical and fire protection			
200	H102	RWP	12/5/2020	11/24/2020	Question: why can't the return air duckwork go low, similar to supply?			
201	H103	RWP	12/5/2020	11/24/2020	24 x 24 return air duct shows 26 inch diameter on H103			
202	H103	RWP	12/5/2020	11/24/2020	Make sure that all rooftop equipment is sized diagrammatically correct and coordinate with roof drains			
203	H103	RWP	12/5/2020	11/24/2020	Show roof hatch on roof plan and show raised elevator roof on roofplan. ERV1 looks to be in conflict			
204	H103	RWP	12/5/2020	11/24/2020	Remove the PV panel array from drawing			
205	H202	RWP	12/5/2020	11/24/2020	"Roof pipe support detail" - painting by Painting FSB			
206	E001	RWP	12/5/2020	11/24/2020	Show power and data to shed			
207	E001	RWP	12/5/2020	11/24/2020	Locate sewage pump controls on building as per Civil			
208	E001	RWP	12/5/2020	11/24/2020	Show generator in correct location			
209	E001	RWP	12/5/2020	11/24/2020	Define who provides light pole base			
210	E001	RWP	12/5/2020	11/24/2020	Define who owns what as it relates to electrical feeder duct for site			
211	E101	RWP	12/5/2020	11/24/2020	Why is access control being provided at the 4 emergency exit doors at the gym?			
212	E101	RWP	12/5/2020	11/24/2020	Move the sprinkler riser note by column 16 over to room 123			
213	E103	RWP	12/5/2020	11/24/2020	Note PV panel array as add alt.			
214	E103	RWP	12/5/2020	11/24/2020	Show roof hatch and elevator roof plan			
215	E103	RWP	12/5/2020	11/24/2020	ERV1 is not shown on plan			
216	E103	RWP	12/5/2020	11/24/2020	Provide service lights as required by code			
217	E201	RWP	12/5/2020	11/24/2020	Make sure code lights in multi purpose room are shown and specified			
218	E202	RWP	12/5/2020	11/24/2020	Clearly define fixture detail shown on sheet - we assume these are the gym lights			
219	E202	RWP	12/5/2020	11/24/2020	General note number 4 does not relate to the detail			
220	P100	RWP	12/5/2020	11/24/2020	Confirm gas line size for generator - other drawings indicate 1"			
221	P100	RWP	12/5/2020	11/24/2020	Confirm waste end traps are provided for all floor drain locations			
222	P103	RWP	12/5/2020	11/24/2020	Confirm all rooftop equipment with final HVAC drawings			
223	P103	RWP	12/5/2020	11/24/2020	Confirm all vent and exhaust locationsthrough roof are coordinated with roofing plan			
224	FP101	RWP	12/5/2020	11/24/2020	Confirm alarm bell and FDC location with FD			
225	FP101	RWP	12/5/2020	11/24/2020	Define who does what between FP contractor and Site contractor relating to FP service to building			
226	FP101	RWP	12/5/2020	11/24/2020	Review all ceiling, soffit and attic cavaties to confirm appropriate coverage has been defined			
227	FP102	RWP	12/5/2020	11/24/2020	Access to attic over Admin. Is required			
228	FP102	RWP	12/5/2020	11/24/2020	Confirm coverages in concealed areas above entry, low slope roof and sloped roofs at gym entrance, etc.			
229	FP103	RWP	12/5/2020	11/24/2020	Confirm access requirements in all attic areas			
230	FP103	RWP	12/5/2020	11/24/2020	Remove PV panel array from drawing			
Item #	Plan #	Reviewer	Review Date	Plan Date	Item	Date Addressed	Addressed by Whom	Description of Action/s Taken
1	C2.0.1	TM	12/7/2020	11/24/2020	Add note for dust control during clearing			
2		TM	12/7/2020	11/24/2020	Add note for construction entrance signage			
3	C2.1.1	TM	12/7/2020	11/24/2020	Final location for signage at street should be verified with owner to avoid blind spots			
4		TM	12/7/2020	11/24/2020	Link dumpster fence to detail on L501			
5		TM	12/7/2020	11/24/2020	Call out all detectable warning pads at crosswalks			
6		TM	12/7/2020	11/24/2020	Add in a flagpole?			
7	C2.3.1	TM	12/7/2020	11/24/2020	All waterline work needs to be discussed with H20 dept. They made changes during PS project			
8		TM	12/7/2020	11/24/2020	Has electrical plan and routing been sent to Eversource?			
9		TM	12/7/2020	11/24/2020	Is a septic field liner needed being close to courts and skate park?			
10	C2.4.1	TM	12/7/2020	11/24/2020	Show a patio detail			
11	C2.4.4	TM	12/7/2020	11/24/2020	Location of pump control panel should be verified with the town			
12		TM	12/7/2020	11/24/2020	Vent locations on dosed system should be hidden if possible			
13	L400	TM	12/7/2020	11/24/2020	Include Irrigation?			
14		TM	12/7/2020	11/24/2020	Future irrigation sleeves?			

Item #	Plan #	Reviewer	Review Date	Plan Date	Item	Date Addressed	Addressed by Whom	Description of Action/s Taken
15	L500	TM	12/7/2020	11/24/2020	Is bike rack painted?			
16	A002	TM	12/7/2020	11/24/2020	Include compass direction you are looking from			
17	A003	TM	12/7/2020	11/24/2020	Code sheet info appears to be incomplete			
18	A011	TM	12/7/2020	11/24/2020	Show rated wall type			
19	A101	TM	12/7/2020	11/24/2020	Who owns gym floor markings			
20	A103	TM	12/7/2020	11/24/2020	PV panels should be noted at "Add Alt #"			
20.5		TM	12/7/2020	11/24/2020	Show walkway pads for equipment			
21		TM	12/7/2020	11/24/2020	Typical - all add alts should be clearly called out			
22	A200	TM	12/7/2020	11/24/2020	Typical - should exterior doors have lights over them?			
23		TM	12/7/2020	11/24/2020	Typical - show a plinth clock detail for mounting exterior devices			
24	A300	TM	12/7/2020	11/24/2020	Show attic access ways			
25		TM	12/7/2020	11/24/2020	Any reason for clown in cellulose and not spray foam up on ceiling			
26	A321	TM	12/7/2020	11/24/2020	Is this sheet complete?			
27	A410	TM	12/7/2020	11/24/2020	Does overhead door at kitchen need to be fire rated?			
28	A420	TM	12/7/2020	11/24/2020	Details 7 and 12 do not have any notes? Baseboard? Etc.			
29	A430	TM	12/7/2020	11/24/2020	Detail needed for partition "cubicle"			
30	A432	TM	12/7/2020	11/24/2020	Does gym ceiling get painted?			
31	A432	TM	12/7/2020	11/24/2020	details missing finish notes			
32	A440	TM	12/7/2020	11/24/2020	details missing finish notes			
33	A451	TM	12/7/2020	11/24/2020	Show light fixtures in stairwells			
34	A500	TM	12/7/2020	11/24/2020	Is sheet complete, can we combine with A510?			
35	A530	TM	12/7/2020	11/24/2020	Should casework details be here?			
36	A602	TM	12/7/2020	11/24/2020	Confirm door type is acceptable to client.			
37	A610	TM	12/7/2020	11/24/2020	Show iso of window flashing detail			
38	A700	TM	12/7/2020	11/24/2020	Update based on finishes meeting with the town			
39		TM	12/7/2020	11/24/2020	Notes for mock ups needed for certain finishes			
40	EL101	TM	12/7/2020	11/24/2020	Does the machine room need venting			
41		TM	12/7/2020	11/24/2020	Detail #4 - should this show a vent at the roof line for the shaft			
42	H101	TM	12/7/2020	11/24/2020	Add general note to ensure all shutoffs to units are accessible			
43	H102	TM	12/7/2020	11/24/2020	Accessible walks to all equipment to be confirmed			
44	E102	TM	12/7/2020	11/24/2020	Provide attic lights for service			
45	E500	TM	12/7/2020	11/24/2020	Confirm testing reqs for grounding system			
46	PS101	TM	12/7/2020	11/24/2020	label "security" in drawing title			
47	PS101	TM	12/7/2020	11/24/2020	Drawing number is duplicated but sheets are different			
48	PS101	TM	12/7/2020	11/24/2020	Demo notes are included but no demo in project			
49	PS101	TM	12/7/2020	11/24/2020	Show a location for head end computer			
50	PS101	TM	12/7/2020	11/24/2020	Does med storage need security			
Item #	Plan #	Reviewer	Review Date	Plan Date	Item	Date Addressed	Addressed by Whom	Description of Action/s Taken
1	A000	VP	12/7/2020	11/24/20	Add building # 34 to the address on the cover (taken from Special Permit Application)			
2	C2.0.1	VP	12/7/2020	11/24/20	show area of Clearing (shaded area note)			
3	C2.0.1	VP	12/7/2020	11/24/20	Should we show a designated wash out area on plan?			
4	C2.1.1	VP	12/7/2020	11/24/20	Location of project Sign			
5	C2.2.1	VP	12/7/2020	11/24/20	Outline perimeter of boc court			
6	C2.2.1	VP	12/7/2020	11/24/20	Note emergency access as an alternate			
7	C2.2.1	VP	12/7/2020	11/24/20	Note "BUS Turnaround" as No Parking			
8	C2.2.1	VP	12/7/2020	11/24/20	Note: Firelane Markings as required			
9	C2.3.1	VP	12/7/2020	11/24/20	Dumpster Pad and Fence Detail?			
10	C2.3.1	VP	12/7/2020	11/24/20	Is there Gas located in Roadway?			
11	C2.3.1	VP	12/7/2020	11/24/20	Does not show electric from Generator back to Building?			
12	C2.4.4	VP	12/7/2020	11/24/20	Who supplies Controls 7 alarm panels for pump chambers?			
13	L400	VP	12/7/2020	11/24/20	Identify Limit of work			
14	L500	VP	12/7/2020	11/24/20	Detail 8 should have Bollard covers vs. painting			
15	L501	VP	12/7/2020	11/24/20	Where is detail 8 (utility fence) located on plan			
16		VP	12/7/2020	11/24/20	CODE REVIEW??			
17	A011	VP	12/7/2020	11/24/20	Note 8 - Add accessories & toilet partitions			
18	A101	VP	12/7/2020	11/24/20	Enlarged plans/details & wall elevations missing for COA, Medical and Multipurpose rooms			
19	A101	VP	12/7/2020	11/24/20	Provide section at Reception Window			
20	A102	VP	12/7/2020	11/24/20	Enlarged plans/details missing for entire floor			
21	A103	VP	12/7/2020	11/24/20	show roof material key plan			
22	A111	VP	12/7/2020	11/24/20	Provide GYP section/detail at Director's Office Rm 146			
23	A111	VP	12/7/2020	11/24/20	Provide section thru transition between ACT (10'-2") & GWB (10') at Reception Clg			
24	A111	VP	12/7/2020	11/24/20	Provide section thru transition between ACT (10'-2") & GWB (10') at Nurse Assist Rm # 102			
25	A111	VP	12/7/2020	11/24/20	Provide section thru transition between ACT (10'-2") & GWB (10') at Rest Rms # 120 & 121			

Example Project - QC Comments

Item #	Plan #	Reviewer	Review Date	Plan Date	Item	Date Addressed	Addressed by Whom	Description of Action/s Taken
26	A111	VP	12/7/2020	1124/20	Provide section thru transition between ACT (10'-2") & GWB (10') at corridor # 111			
27	A111	VP	12/7/2020	1124/20	Provide section thru transition between ACT (10'-8") & GWB (10') at multipurpose RM # 112			
28	A112	VP	12/7/2020	1124/20	Provide section thru transition between ACT (10'-2") & GWB (10') at conf room # 202			
29	A112	VP	12/7/2020	1124/20	Provide section thru transition between ACT (10'-2") & GWB (10') at corridor # 200			
30	A112	VP	12/7/2020	1124/20	Provide section thru transition between ACT (10'-2") & GWB (10') at Rest Rms # 121 & 213			
31	A300	VP	12/7/2020	1124/20	call out and reference detail for walking track railing			
32	A410	VP	12/7/2020	1124/20	Provide detail at Pass Thru Window			
33	A410	VP	12/7/2020	1124/20	call out wall types on enlarged details			
34	A433	VP	12/7/2020	1124/20	elevation 6 missing ceiling			
35	A452	VP	12/7/2020	1124/20	Section # 3 - Stair Soffit Detail @ column seems HSS & stl beam duplicated			
36	A510	VP	12/7/2020	1124/20	Detail # 2 - Is the 8" exposed concrete that supports the HSS Column or is there a masonry base missing? Also dimensions missing for the overall base size			
37	A602	VP	12/7/2020	1124/20	Will the OHD have an operator so the COA staff can open from within the building. Also will it have security or CCTV?			
38	S102	VP	12/7/2020	1124/20	Track shows HSS Hangers (typical) but no size?			
39	S103	VP	12/7/2020	1124/20	Same as above. No reference to size of the HSS Hangers			