

Police Facility Building Committee

July 31, 2018 10:00ampm

Minutes

Construction Kick-off Meeting

Agenda:

1. Meeting called to order at 10:03pm by Chair Noyes. Attendance: Members present: Charles Noyes, Dusty Meier, Peter Meier, John O'Brien, Jerry Ellis, and Chief Woodside. Also present Tom Guerino, Lt. Esip, Sgt. Stowe, Joe Sullivan, Keith Mercy, Todd Costa, John Feeley, Mary Jane Mastrangelo, and Michael Rausch. Representatives from various contractors and firms also present, and are recorded on a separate sign in sheet attached to this sheet.
2. Joe Sullivan, Owners Project Manager led a discussion with the various contractors and firms as to the process and procedures to be followed for the project.
3. Meeting adjourned at 10:30am

Prepared by Charles Noyes



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Bourne Police Station and Waste Water Field Project

7-31-2018

The following items will be discussed:

Project Mission: The Project's timely completion and high construction quality are critical elements to the overall success of this Project. The ability of all parties involved to work together in a professional, respectful and cooperative manner will help to ensure the attainment of these goals.

Project Management and Coordination: The GC is reminded that they have sole responsibility for their work and that of their Subcontractors.

Contract Execution: The Contract has been signed, and the Notice to Proceed has been issued to the GC.

Team Contact List - Roles and Responsibilities: The GC shall provide a draft of the Team Contact List, for review and comment.

Emergency Phone Numbers: The GC shall provide an Emergency (night and weekend) Contact List.

Status of Building Permits: The GC must secure a Building Permit prior to commencing work.

Status of Bonds and Insurance Certificates: The GC shall provide Payment and Performance Bonds, a DCAM Financial Statement, and 2 copies of Insurance Certificates.

List of Subcontractors: The GC identified their chosen Filed Sub-Bid Subcontractors on their Bid Form. The GC is in the process of finalizing contracts with all other Subcontractors.

Schedule of Values (SOV): The GC shall follow the Contract Specifications for details for preparing the SOV. No payment will be made without an approved SOV. No line item values should exceed 25,000 without approval from the Architect and OPM.

Tentative Construction Schedule: Critical Work Sequencing and Long-Lead Items; Three-Week Look-Ahead Schedules: The GC shall review the scheduling requirements of critical work sequencing and long-lead items. The GC shall also provide a two-week look-ahead schedule at the Weekly Construction Progress Meetings.

Application For Payment Process: The GC shall refer to the Contract Documents for the preparation and submission of the monthly Application and Certificate for Payment. In brief, the GC shall submit a "pencil" draft of the Application on the first of each month, for work performed during the previous month. Upon the Architect's approval of this draft, the GC shall submit five (5) certified originals of the Application and Certificate for Payment to the Architect for approval. The Architect will inform the Owner of the amount that is certified and recommended for payment and approval by the Building Committee.

Certified Payroll Affidavits: Affidavits shall be submitted weekly to the Owner's Project Manager.

Submittal Procedures/Schedule: The GC shall follow the Submittal procedures outlined in the Contract Specifications. The GC is encouraged to use the specified materials and to avoid material substitution requests, which will slow down the review process. The GC shall submit a Project Submittal Schedule.

CAD Files Agreement: The Architect will provide requested CAD files to the GC, upon receipt of the required GC-signed agreements.

Meetings: Weekly Construction Progress Meetings; Pre-Installation Meetings; Coordination Meetings: The GC shall review the Contract Specifications for the various types of required Project meetings. The Weekly Construction Progress Meeting is scheduled to be held on _____ a.m.

Coordination Drawings and Record Drawings: The GC is reminded of the importance of fully prepared Coordination Drawings, plus the Contract's requirement to maintain Record Drawings. The Record Drawings will be reviewed by the Architect and the Owner's Project Manager on a regular basis, and prior to approval of any progress payments.

Procedures for Processing Field Decisions and Requests For Information (RFI): Communication for any field-related issues will go through the Architect. The GC is reminded that neither the Owner's Project Manager nor the Clerk of the Works are authorized to make any decisions in the field. As required by the Contract, the GC shall endeavor to issue RFI's to the Architect for clarifications and record purposes. The Architect shall respond to these RFI's by utilizing the Contract's RRFI forms.

Change Order Procedures: Change Order Proposals (COP), Change Orders (CO), Proposal Requests (PR), Construction Change Directives (CCD): The Contract Specifications are very clear regarding the procedures for the documentation and approval of Change Order Requests, Change Orders, Proposal Requests and Construction Change Directives.

Daily Construction Reports (GC/Clerk of the Works): The GC and the Clerk of the Works shall issue their daily reports to interested parties on a weekly basis.

Photographic Documentation: As required by Contract, the GC shall provide monthly progress photos.

Procedures for Testing and Inspections: The Owner shall retain the services of a Testing Company, for the evaluation of certain GC-provided materials and assemblies versus the Project's Specifications' requirements, such as: soil samples, paving, concrete, steel-reinforcing placement, roofing, etc.

Temporary Facilities and Controls: The GC is reminded that the Contract Specifications provide information on these requirements.

Project Safety; Security of Site and Building; Daily Clean-up: The GC is solely responsible for the safety and security of the Site and Building. Also, daily clean-up is a Project requirement.

Indoor Air Quality Construction Plan: The GC is referred to Contract's Specifications for IAQ plan.

Site Access, Deliveries and Vehicular Traffic: The GC is reminded that materials delivery and Site access is restricted, in accordance with the Project's Specifications and Phasing Plans.

Site Erosion and Sedimentation Control: The GC is referred to the Contract Specifications for the installation of erosion and sedimentation control; once installed, the Architect shall inspect.

Work Restrictions: The Contract Specifications allow a 7:00 a.m. -6:00 p.m. Monday-Friday work schedule, and an 8:00 a.m. – 3:00 p.m. Saturday work schedule; no Sunday or Holiday work allowed.

Closeout Procedures: The GC is referred to the Contract Specifications for detailed requirements to obtain Substantial and Final Completion. This issue will be revisited when nearing Project's completion.

Owner Occupancy Requirements: The GC is reminded that time is of the essence, and that the Owner must occupy the completed Project in February 2020

MEETING SIGN-IN SHEET

Project: Police Station Const. Kick Off

Meeting Date: 7/31/18

Facilitator: Joe Sullivan

Place/Room: Town Hall Conference Room

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