



MINUTES

TOWN OF NORTON

RECEIVED
NORTON TOWN CLERK

2023 MAR 31 AM 10:34

Town Clerk Date/ Time Stamp

Board/ Committee: Permanent Building Committee

Meeting Date: February 13, 2023 Time: 6:00 PM

Meeting Location: Norton Council on Aging / Zoom

Members & Staff Present: James Slattery, Mark Gershman, Brian Bechet, Bob Medeiros, K. O'Neil,

Michael Yunits, A. Rich (SB Rep), Bob Brisco (COA Rep), S. Hornsby (SB Rep), S. Ollerhead (FinCom Rep), Nick Schleicher (School Rep), A. Fuller (Fire)

Steve Kirby (OPM), M. Viveiros (DBVW), Ed Cifune (DBVW)

Beth Rossi (COA), R. Schneider (COA)

Public: P. Wiggins, J. Brisco,

Meeting called to order at: 6:00 PM and adjourned at: 7:30 PM

Meeting Motions / Actions and Summary of Discussions:

A. Meeting Minutes

Committee voted (B. Medeiros abstained) to approve the meeting minutes from the January 3, 2023 meeting.

B. Mail / Correspondence

J. Slattery received email correspondence from B. Rossi and R. Schneider requesting to present to the Committee at its February 13, 2023 meeting.

J. Slattery also received email correspondence from the Water Department requesting a meeting with the Committee regarding the Town Hall project.

C. Chair Report

J. Slattery mentioned he has been answering questions from the public regarding the Town Hall and Community Center projects and toured the Senior Center in Walpole, MA.

D. OPM Community Center Update

S. Kirby (OPM) provided a presentation on the status of the Community Center (see attached).

Pre-Construction Conference:

A pre-construction conference was held on February 3, 2023. Minutes from the OPM are attached.

Project Sign:

The Committee reviewed the proposed project sign and **unanimously voted to use Option B.**

Change Orders:

S. Kirby explained what a change order is, and the process for their review and approval. Through discussions with the OPM, Town Manager and the Committee, the Committee **unanimously voted to allow the following for both the Community Center and Town Hall projects:**

- **Non-site related change orders less than \$25,000 in value be approved by the OPM, DBVW, and the Town Manager.**
- **Site related change orders less than \$50,000 in value be approved by the OPM, DBVW, and the Town Manager.**
- **All change orders above these limits must be approved by the Committee.**

M. Yunits indicated change order approval is not required by the Select Board. The Committee's representative from the Select Board will update the Board on all approved change orders.

Groundbreaking:

S. Kirby inquired if a groundbreaking ceremony would be held. It was decided that the Town Manager and the COA will collaborate on the details and invitees. Groundbreaking to be held on a Saturday in mid-April.

Community Center Outside Patio:

B. Rossi (COA) and R. Schneider (COA Chair) presented their desire to use rubber bricks for the outside patio, similar to what was installed at the Senior Center in Walpole. The Friends of the COA intend on having a fund raiser to support this request. The OPM and DBVW indicated that there are different options for the installation of the bricks, and that the currently proposed concrete patio may be able to be lowered and the bricks installed on top with the applicable bedding or plastic grid.

Committee unanimously voted to request DBVW perform further research into the product, its availability and installation, and provide a proposal to the OPM so that the additional cost of this potential change can be obtained from Seaver Construction.

Review of Value Engineering List:

A motion was made to re-open the discussion regarding the 31 value-engineering items removed from the project. Motion failed due a lack of a second from the Committee.

Budget Update:

S. Kirby reviewed the status of the Community Center budget based on the actual bid amount, with the 5 Alternatives, versus the Appropriate funding. Several items that had been previously reduced (FF&E line items) have been reinstated to their original estimated amounts. It was explained that the budget is a fluid estimate based on some known costs and other estimated costs, therefore the reinstated line items may not be fully realized.

The Committee requested that the OPM show a comparison of the current budget and the last budget presented to the Committee to show which line items were adjusted.

E. Town Hall Project

S. Kirby noted the following schedule:

February 8, 2023	Bid date
February 25, 2023	Pre-Bid Meeting
March 1, 2023	Filed Sub Bids Due
March 15, 2023	General Contractor Bids Due

S. Kirby noted that 5 General Contractors were pre-qualified to bid on the project.

Sewer vs Septic:

The Water Department informed J. Slattery that the Town received a \$380,000 MassWorks grant to design and install a sewer line along Elm Street and inquired if the Town Hall project should connect to the proposed sewer line instead of installing an on-site septic system. S. Kirby noted that the Town Hall contract plans call for an on-site system as no sewer connection was available during the design, nor is it likely the proposed sewer line on Elm Street would be available in time to connect the new Town Hall and other municipal buildings on site. M. Yunits clarified that the proposed sewer on Elm Street would extend from the former Reed & Barton site towards Reservoir Street, and therefore an additional sewer line would need to be installed from the Municipal Center to the Reed & Barton site.

Based on the above information, the Committee decided coordination of the Town Hall project with the MassWorks sewer project was not required.

F. Other Business

High School Solar Canopy:

B. Bechet asked the Committee to follow-up with the School Department regarding the layout of the solar panel canopy columns at the high school of safety concerns. M. Yunits indicated he would follow-up with Dr. Baeta.

78 East Main Street Parcel:

As of this date, the parcel at 78 East Main Street still has some items and material belonging to MassDOT's contractor. In addition, an existing drainage line may have been damaged.

Next Meeting(s):

March 27, 2023

6:00 PM

Council on Aging

Minutes respectfully submitted by:

Mark Gershman, PBC Clerk

Signed by Chairperson:

James M. Slattery

Minutes Approved by Committee on:

3/27/2023

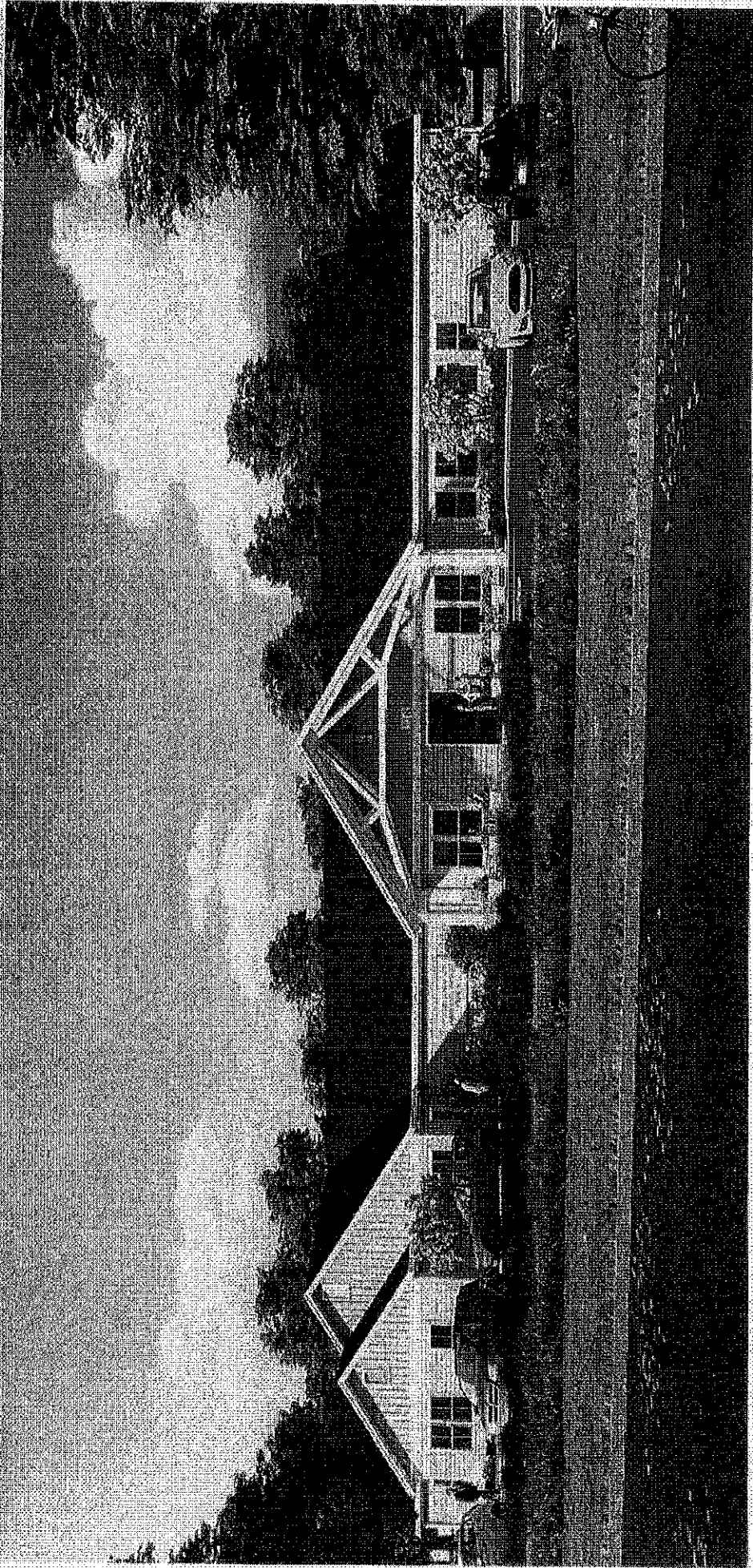


**Town of Norton
Senior/Community Support Center
and Town Hall Projects
Permanent Building Committee Meeting**

In-person and Zoom
February 13, 2023

VERITY

SENIOR / COMMUNITY SUPPORT CENTER





CONSTRUCTION PROGRESS

Progress since last PBC meeting:

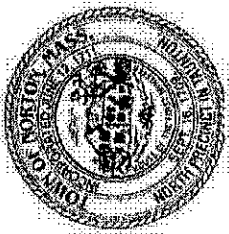
- Contracts signed by Town and Seaver Construction
- Pre-construction meeting was held on 2/3/23
- Building permit application started
- Request by Seaver to shut off utilities and abate hazardous materials in existing house during the Procurement Phase prior to full mobilization

Schedule look-ahead:

- **Building permit approval**
- **Long lead time material submittal submission**
 - Submission by Seaver and subs
 - Review and approval by DBVW and engineers
 - Release of order by Seaver and subs
- **Utility disconnection and abatement of existing house**
- **Removal of Town equipment in stored garage by Town**

Other issues:

- Project sign review and PBC selection of Option A or B
- Change order approval procedure
 - Full vetting by OPM and A/E
 - PBC review prior to Change Order issuance
 - Set limit for approval without PBC review
 - Change Order signatures – Town Manager
- **Discussion on Groundbreaking Ceremony**
 - When – Date and time; pre or post mobilization
 - Invitees and speakers
 - Advertisement on website
 - NCTV videotape
- **Project Construction Schedule:**
 - Procurement Phase – 65 days to 3/30/23
 - Construction Phase – 386 days to 4/21/24
 - Closeout Phase – 30 days to 5/21/24



Norton Senior & Community Support Center.

OWNER:
TOWN OF NORTON

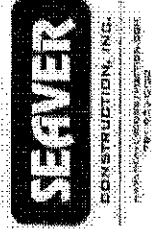
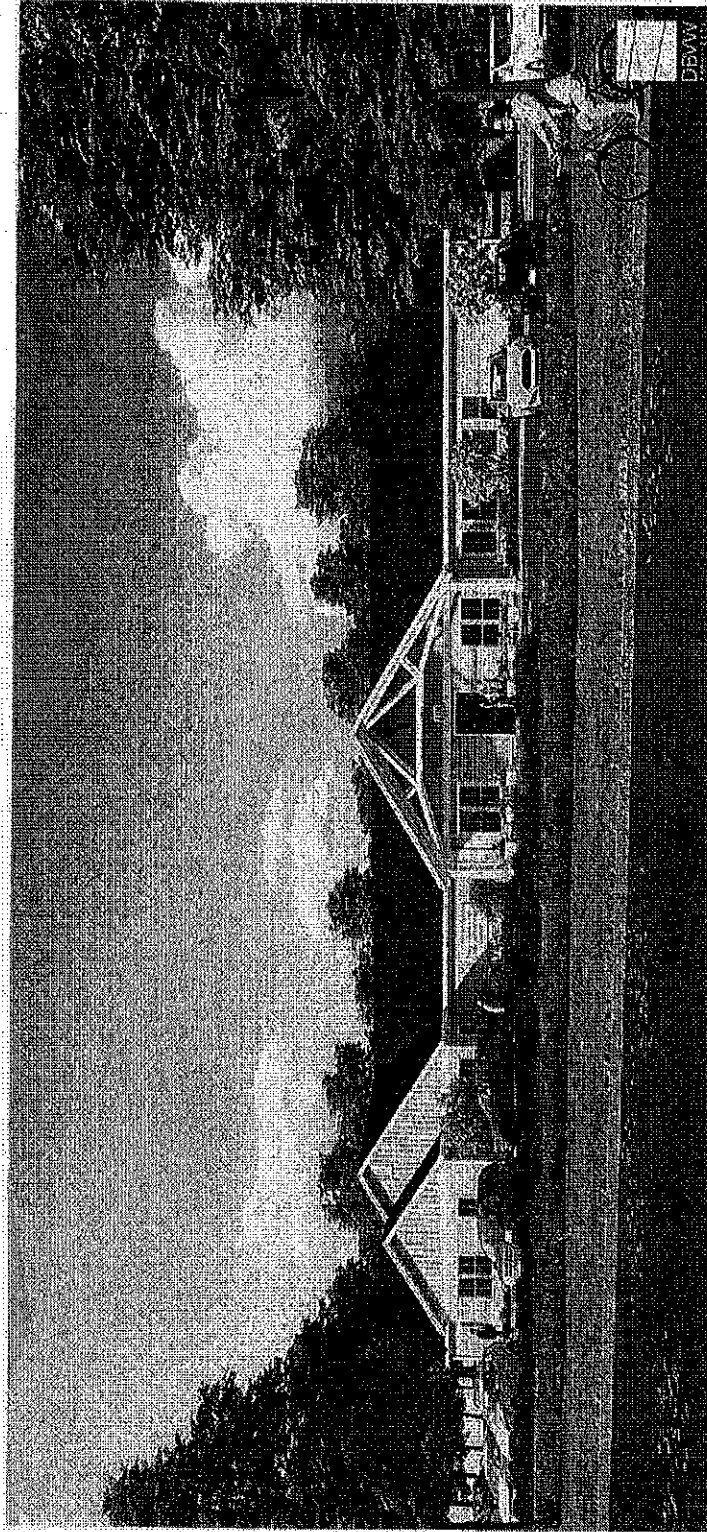
OPM:
THE VERTEX COMPANIES LLC

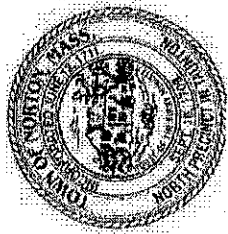
ARCHITECT:
DBVW ARCHITECTS

GENERAL CONTRACTOR:
SEAVER CONSTRUCTION INC.

STRUCTURAL ENGINEER:
ODEH ENGINEERS

CIVIL ENGINEER:
VANASSE HANGEN BRUSTLIN





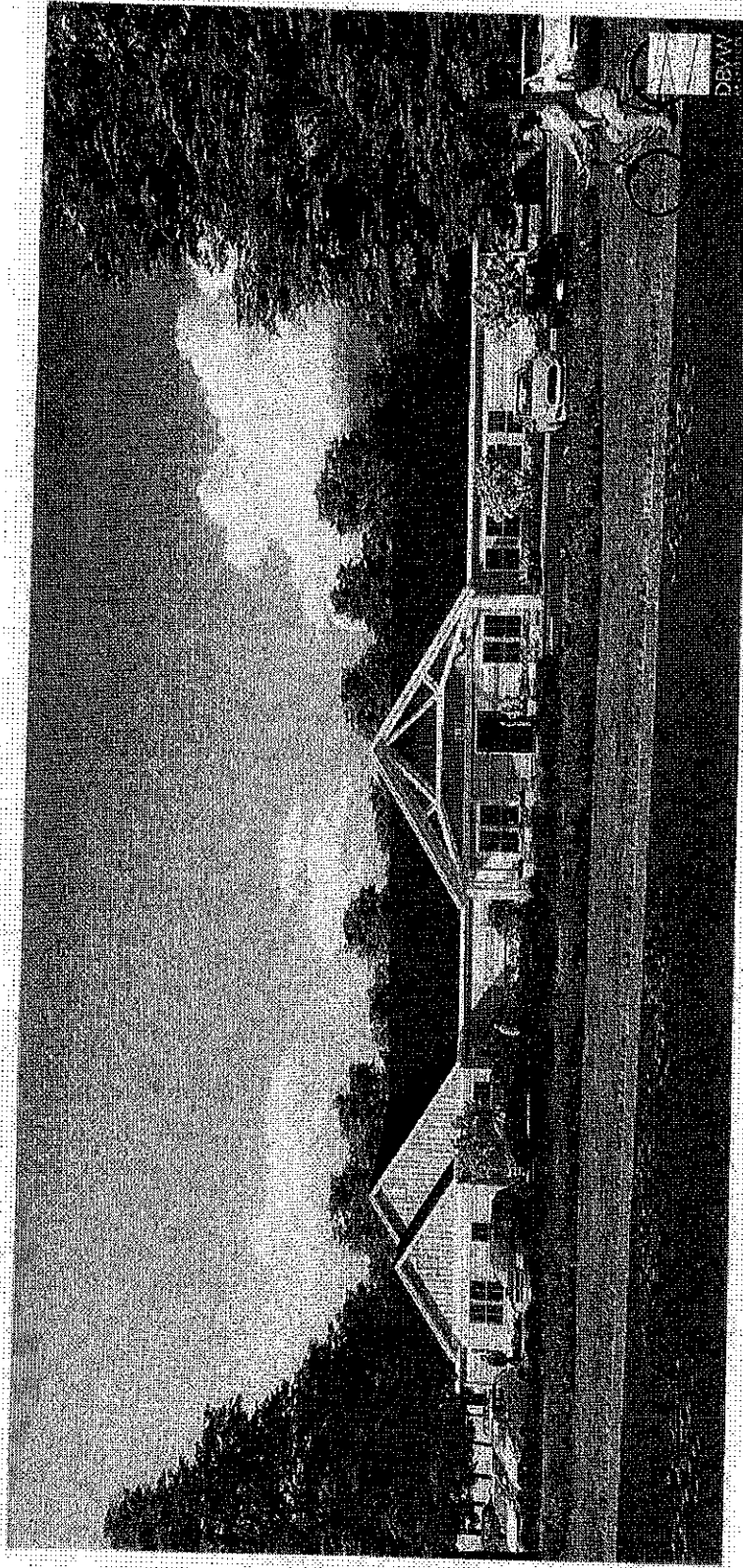
Norton Senior & Community Support Center



VERTEN



CONSTRUCTION, INC.
100 WILSON STREET
NORTON, MA 01946



OPM:
THE VERTEX COMPANIES LLC

ARCHITECT:
DBVW ARCHITECTS

GENERAL CONTRACTOR:
SEAAVER CONSTRUCTION INC.

STRUCTURAL ENGINEER:
ODEH ENGINEERS

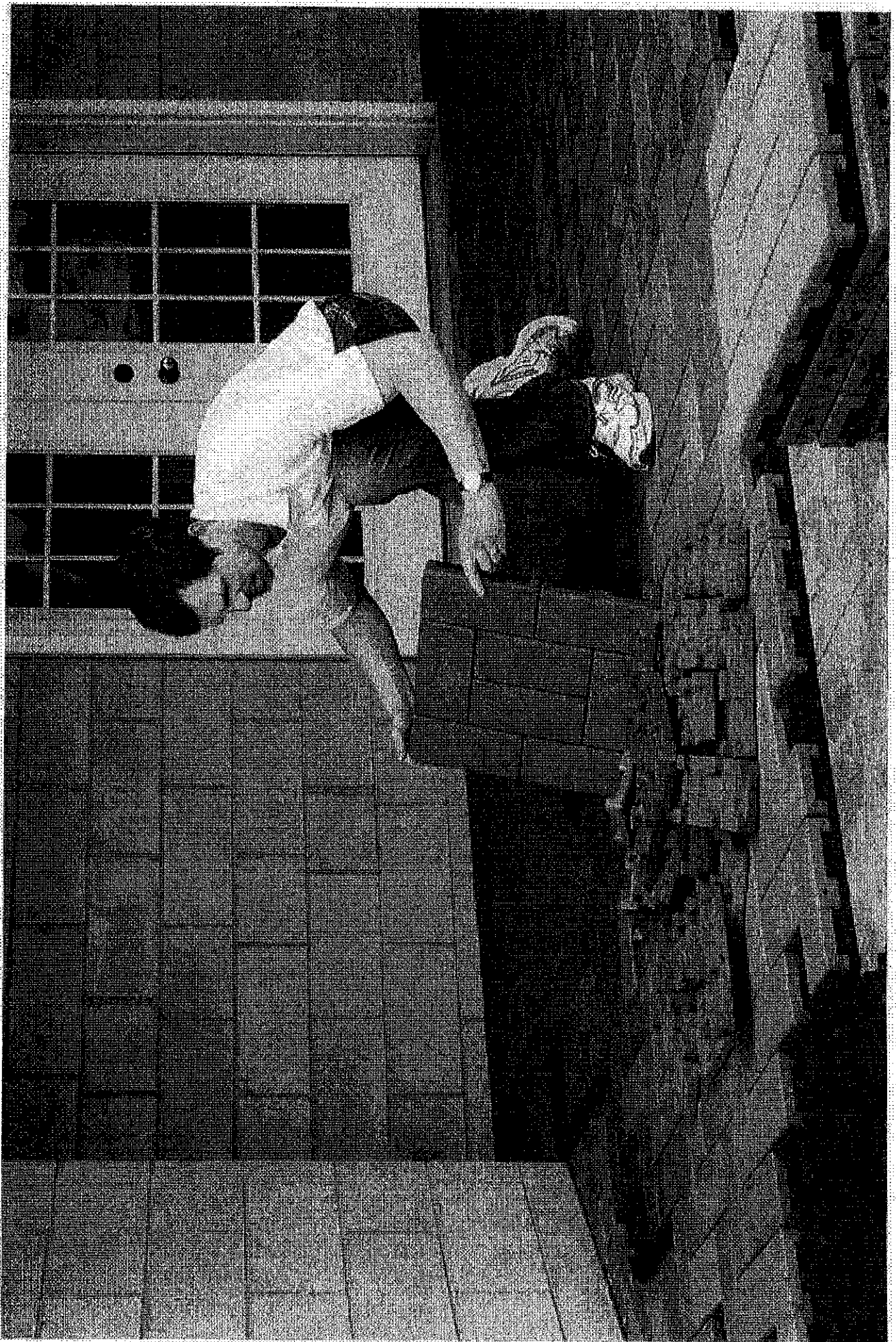
CIVIL ENGINEER:
VANASSE HANGEN BRUSTLIN

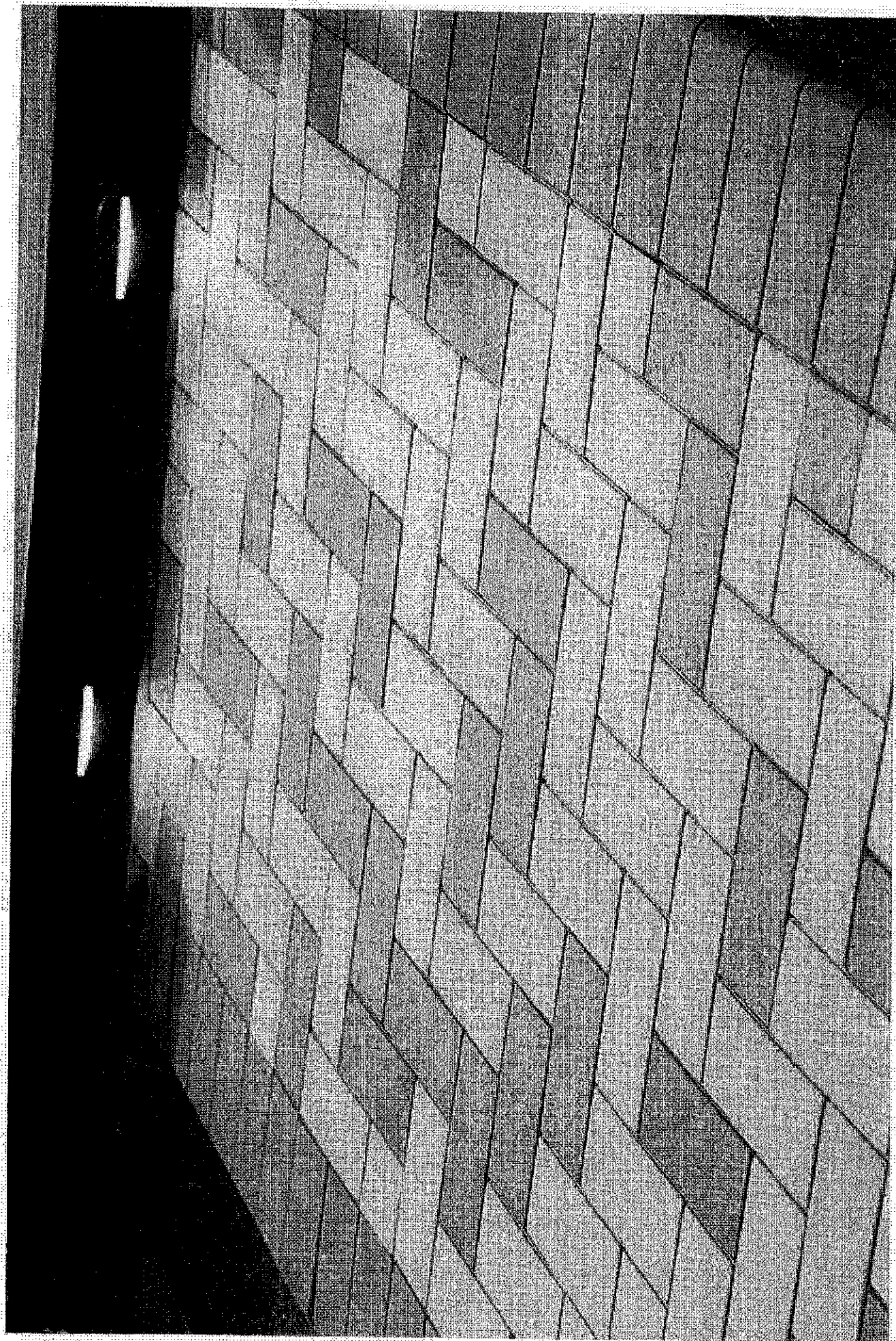
OWNER:

TOWN OF NORTON

Other issues:

- COA request for rubber brick patio
 - Rubber composite patio bricks for engraving
 - Walpole Senior Center used Azek Pavers. Brava acquired Azek in February 2022. Pavers are now Aspire Pavers by Brava, or equal
 - Project currently has a 51' 9" wide by 25' curved depth concrete patio owned by Seaver
 - Can be installed by lowering the concrete patio as a base and using resurfacing paver and grid system, or standard paver system on gravel, but will require A/E review and design
 - Once designed, a Proposal Request will be issued to Seaver for pricing and submission of a Proposed Change Order (PCO)
 - PCO to be vetted by OPM and A/E and final amount presented to PBC for approval





Other issues:

- COA request to reinstall design scope that was changed for value engineering (VE)
 - List of 31+ items
 - COA to prioritize list now
 - Some items will require A/E redesign and incur costs
 - Items requiring major A/E redesign will not be considered

Norton Senior Center - VE List

9/12/2022

<u>Current Budget Deficit / Reduction Target</u>		\$761,251.86
	<u>Item</u>	<u>Value</u>
No	1. Omit hand rubbed concrete on foundation	\$4,371
	2. Reduce front entry roof by 5 feet and omit one truss (\$14,668)	\$0
	3. Omit fabric wrapped acoustic wall panels	\$19,838
	4. Omit sound absorbing ceiling panels and GWB and provide sloped ACT ceiling	\$18,946
	5. Omit one (1) layer of GWB at CLG-7 assembly	\$24,568
	6. Change MDF panel at soffit fascia to be painted 5/8" GWB	\$7,432
	7. Omit shower wall tile and provide prefab fiberglass shower unit	\$1,222
	8. Omit display rail system	\$3,056
	9. Omit exterior sealant at windows (Trim tight to windows)	\$9,021
	10. Omit interior wood window jambs, head, and casings and provide GWB returns	\$18,335
	11. Omit interior wood base and provide 4" H resilient base	\$14,668
	12. Omit bronze plaque	\$6,112
	13. Omit emergency generator exhaust	\$3,667
	14. Omit wireless clock system	\$8,312
	15. Omit interior wood door trim and provide painted HM frames	\$13,299
	16. Change Door #100B frame from aluminum to HM and door type C flush wood vision panel	\$2,872
	17. Change Door #'s 131, 104B, 105B, 121D & 121E to be painted galvanized HM	\$13,140
	18. Omit split rail fence	\$9,131
	19. Omit fence at generator and transformer	\$7,548
	20. Reduce extent of landscaping	\$12,223
	21. Provide smaller caliper trees (2"-2.5")	\$3,056
	22. Reduce extent of wall tile in public toilet rooms	\$8,251
	23. Omit (2) borrowed lights in Corridor #103	\$4,364
No	24. Omit transsection window and bump in Food Pantry #131 (\$6,112)	\$0
	25. Provide pavement striping in lieu of conc and curb in drive lane at main entry	\$3,056
No	26. Omit island in front parking tray and provide pavement striping (\$5,500)	\$0
	27. Provide bituminous sidewalk in lieu of concrete at north side of property	\$3,667
	28. Omit (3) EV charging stations and bollards. Provide conduit, pull strings, and concrete base for future installation	\$20,536
No	29. Omit Staff Toilet #133 Provide rough in only (\$4,950)	\$0
	30. Omit stabilized reinforced turf at rear of building	\$24,409
	31. Omit countertop in Admin #106 across windows	\$3,697
	32. Omit (2) site pole lights (SL1/3 HS)	\$4,889
	33. Provide broom finish concrete in lieu of exposed aggregate at building entry	\$7,026
	34. Reduce Design and Pricing Contingency to 2% in lieu of 2.5%	\$45,278
	35. Omit exterior building sign	\$6,112
		\$332,095
<u>Project Budget Adjustments</u>		
	1. Reduce FF&E (\$100,000 remaining)	\$105,000
	2. Omit exercise equipment	\$10,000
	3. Omit office equipment	\$30,000
	4. Omit kitchenwares	\$12,000
	5. Omit activity supplies	\$5,000
	6. Omit A/V	\$35,000
	7. Omit maintenance supplies	\$10,000
	8. Reduce soft cost contingency (\$35,000 remaining)	\$71,583
	9. Omit additional escalation	<u>\$155,582</u>
		\$434,165
<u>Total Projected Savings</u>		\$766,260
<u>Potential Risks</u>	MA-DOT scope creep (sidewalk & curb), generator acoustics, domestic water treatment	



BUDGET UPDATE

Total Project Budget Status

- Budget has been adjusted for actual GC contract amount.

VERTEN

Norton Senior Center, Norton, MA

Total Project Budget

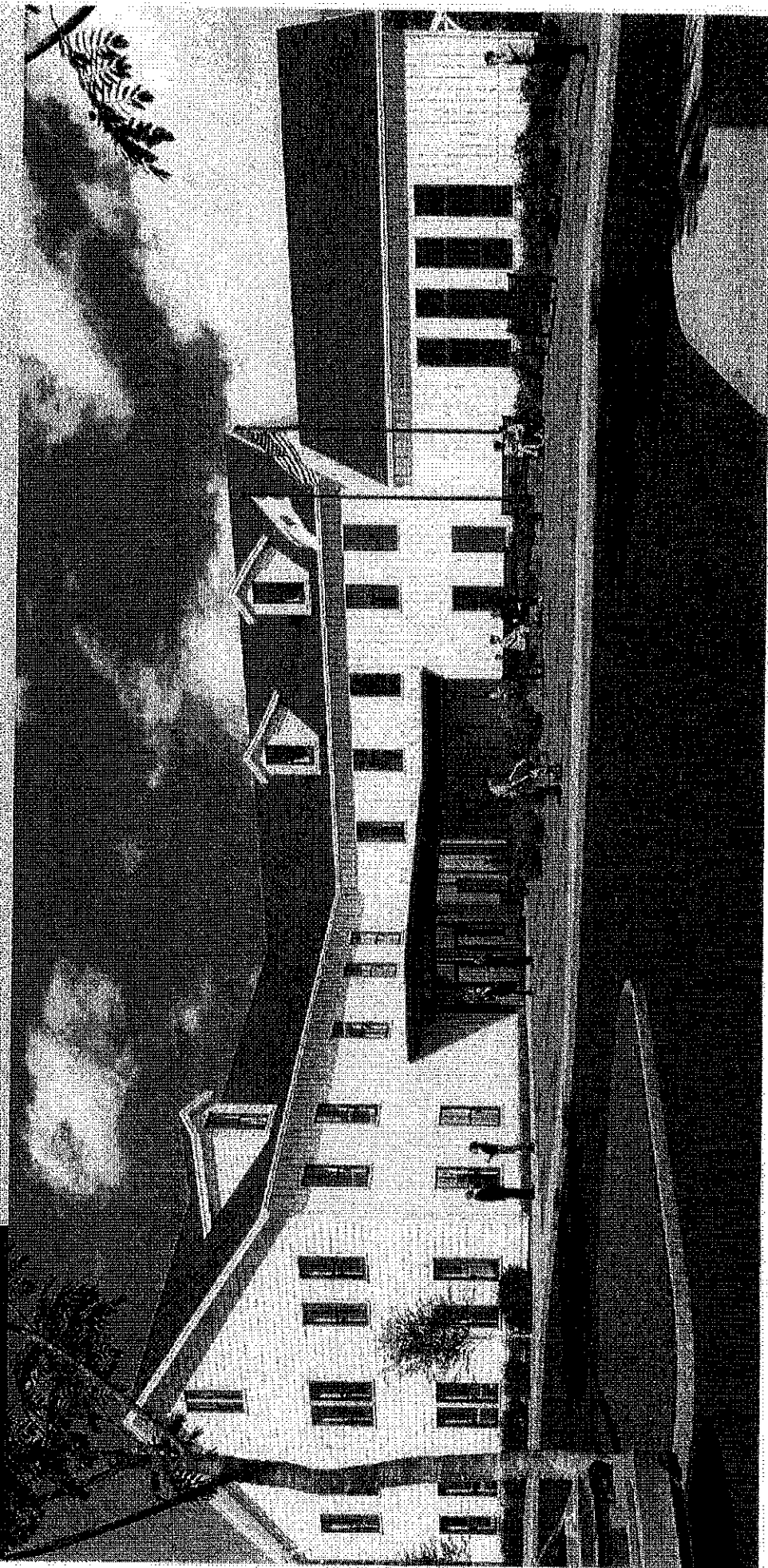
Update - 1/24/23

	GC Bid 12/14/22	
Total Appropriation to date	\$ 11,144,800.00	Added \$34,800 COA funds
HARD COSTS:		
	Update	Notes
Construction -	\$ 7,545,163.00	Seaver Bid
Escalation	\$ -	
Design Contingency	\$ -	
General Condition/Requirements	\$ -	
Bond	\$ -	
Insurance	\$ -	
Permit		
OH/P	\$ -	3%
Subtotal	\$ 7,545,163.00	
Alt #1 - Wall tile	\$ 47,636.00	Seaver bid
Alt #2 - Gas range and 2 DWs	\$ 33,200.00	Seaver bid
Alt #3 - Addl kitchen equipment	\$ 45,326.00	Seaver bid
Alt #4 - Exterior signage	\$ 2,954.00	Seaver bid
Alt #5 - New Wood Fence	\$ 29,637.00	Seaver bid
Subtotal	\$ 7,703,916.00	Seaver bid
Construction Contingency	\$ 1,102,534.02	
Hard Cost Total	\$ 8,806,450.02	
SOFT COSTS:		
A/E Fees - DBVW		
SD/DD/CD/Bidding/CA/Closeout	\$ 901,978.00	Contract
Addl services		
Alt #1 - Acoustical services	\$ 12,000.00	Pending
Alt #2 - AV desing services	\$ -	Pending
A/E reimbursables	Included in DBVW	Contract
A/E Fee Total	\$ 913,978.00	
OPM Fees - Vertex		
SD/DD/CD/Bid/CA/Closeout	\$ 641,689.00	Contract
		12 months CA
OPM Fee Total	\$ 641,689.00	
Other		
Moving	\$ 12,000.00	
FF&E	\$ -	
Furniture - interior and exterior	\$ 205,000.00	
Exercise equipment	\$ 10,000.00	
Office equipment	\$ 30,000.00	
Kitchenwares	\$ 12,000.00	

Maintenance supplies	\$	10,000.00	
Activity supplies	\$	5,000.00	
Owner Testing & Inspections - Ch 17 - Construction materials	\$	30,000.00	
Haz Mat Design, Testing, and Monitoring	\$	20,000.00	
Soil testing/monitoring during construction	Included in DBVW		
Borings/Test Pits	Included in DBVW		
60' boring	\$	8,332.50	
Advertisement/Printing	\$	8,000.00	
Legal	\$	10,000.00	
BR Insurance by Owner	\$	65,000.00	
HVAC commissioning	\$	35,000.00	
Building Envelope commissioning	\$		
IT by Owner	\$	35,000.00	
Telephone by Owner	\$	30,000.00	
Security by Owner	Included in construction		
AV by Owner	\$	50,000.00	Partial in construction
BDA by Owner	\$	25,000.00	
Utility BCs	\$	40,000.00	
Permitting	\$	20,000.00	
Planning Board peer review costs	\$	11,000.00	
Other Total	\$	671,332.50	
Soft Cost Subtotal	\$	2,226,999.50	
Soft cost contingency	\$	111,349.98	5%
Subtotal	\$	2,338,349.48	
Total	\$	11,144,799.50	
Allowances - Site Purchase/Park Replacement	\$	-	
Escalation to Fall 2022	\$	-	
Total	\$	11,144,799.50	
Less funds appropriated at 5/8/21 Town Meeting + COA	\$	(11,144,800.00)	
REMAINING BUDGET	\$	(0.51)	Under budget

WELLESLEY

NORTON TOWN HALL





BIDDING PROGRESS

Progress since last meeting:

- Bidding schedule
 - Project was out to bid on 2/8/23
 - Bidder briefing session at Town Hall is 2/15/23 at 2:00PM
 - Filed sub bids are due 3/1/23
 - General bids are due 3/15/23
- Sewer connection issue raised by Water/Sewer Dept
 - Project currently includes an onsite septic system as previously discussed during design phases
 - Connection to a new sewer system has not been designed and there were no guarantees that a system would be completed in time for the opening on the new Town Hall

VERTIX

The Vertex Companies, LLC
One Edgewater Drive, Suite 204, Norwood, MA 02062
Tel: 781.952.6000

MEETING MINUTES:

Norton Senior/Community Support Center
Pre-Construction Meeting

MEETING DATE: February 3, 2023

MEETING TIME: 10:00AM

MEETING PLACE:

Town Hall – Stage Conference Room

ISSUED BY: Steven Kirby, Vertex

PROJECT:

New Senior/Community Support Center

ATTENDEES:

<u>NAME</u>	<u>COMPANY</u>	<u>TITLE</u>	<u>PRESENT</u>
Mike Yunits	Town of Norton (TON)	Town Manager	P
Jim Slattery	Town of Norton, PBC	Chair	P
Jason Robbins	Town of Norton, Fire Department	Deputy Fire Chief	P
Todd Jackson	Town of Norton, Police Department	Deputy Chief	P
Nick Iafrate	Town of Norton, Building	Building Commissioner	P
Christopher DeMartino	Town of Norton, Water/Sewer	Foreman	P
Chris Zahner	Town of Norton, BOH	Health Agent	P
Steven Kirby	The Vertex Companies Inc. (VTX)	OPM	P
Mike Viveiros	DBVW Architects (DBVW)	Architect, Principal	P
Ed Clifune	DBVW Architects	Architect, PM	P
Bob Peixoto	DBVW Architects	Architect, APM	P
AJ Bergen	Seaver Construction Inc. (SCI)	VP Operations	P
Brian Cartler	Seaver Construction Inc.	Sr Project Manager	P

Initiation Date:	Item:	Discussion:	Action by:
2/3/23	PC-1	Meeting opened with introductions and a sign-in sheet (attached).	--
2/3/23	PC-2	Contract – Signed by SCI and TON electronically on 1/25/23. Returned to Town with bonds and insurance.	SCI

Initiation Date:	Item:	Discussion:	Action by:
2/3/23	PC-3	<p>Key Contract Provisions:</p> <ul style="list-style-type: none"> a. Contract Award – Contract dated 1/25/23. Contract returned to SCI b. Notice to Proceed – NA, using contract date of 1/25/23. c. Performance/Payment Bonds – submitted by SCI d. Insurance Certificate – submitted by SCI e. Addenda #1 – 3 included f. Alternates #1 - 5 accepted g. Unit prices included. See bid sheet h. Procurement phase: 1/25/23 to 3/30/23 = 65 days i. Construction/Mobilization: March 30, 2023 to April 21, 2024, or 386 days. See new business meeting item PC-32. j. Substantial Completion: 451 days from 1/25/23. k. Final Completion: 30 days from Substantial Completion, on 5/21/24 l. Liquidated Damages - \$1,000 per calendar day m. Prevailing Wage Rates – Certified payrolls sent to Vertex's Construction Site Manager (Clerk) on a weekly basis. Vertex to review and forward to Mike Yunits n. OSHA Cards – Forward by separate submittal or with 1st certified payroll. o. Tax exempt forms ST2 and ST5C - To be issued to SCI by TON. p. Job Specific Health & Safety plan– To be provided by SCI as a submittal, including COVID-19 compliance procedures. q. CORI – Not required. r. Conformed set to be issued by DBVW. DBVW to provide a link. Stamped copy of permit set and A/E affidavits to be provided to SCI and Building Dept. s. Planning Board conditions to be reviewed and followed by SCI. Planning Board Conditions are included in Project Manual t. ConCom Order of Conditions to be followed and included in Project Manual u. SWPPP required to be submitted by SCI. 	SCI
2/3/23	PC-4	<p>Project Communications Protocol - All communication/submissions from/to contractor to be through Architect (copy to Vertex and TON). Ed Clifune to be project manager for DBVW with copies to Mike Viveiros and Bob Peixoto. SCI to use web-based project management software by Procore. Comments from Owner or OPM shall include all parties (i.e. coordination). Email shall include all parties (SCI, Vertex, DBVW, TON) and shall have subject starting with "Norton SC".</p>	All
2/3/23	PC-5	<p>Commissioning Agent – An HVAC commissioning (Cx) agent has been hired to review the contractor's submittals, periodically monitor construction, issue pre-functional test forms, witness functional testing, and issue a final report. Fitzmeyer & Tocci is the commissioning agent.</p>	VTX
2/3/23	PC-6	<p>Project Manager and Field Superintendent – AJ Bergen is PX. Brian is PM. Site superintendent is TBD. VTX requested submission of resumes.</p>	SCI
2/3/23	PC-7	<p>Project Directory – SCI to submit a project directory to include all parties to be updated periodically. Emergency contacts to be included.</p>	SCI
2/3/23	PC-8	<p>Sub-contractors – Subcontractor info shall be included in project directory</p>	SCI

Initiation Date:	Item:	Discussion:	Action by:
2/3/23	PC-9	<p>Safety, Clean-Up and Security</p> <p>Submission of Safety Plan – See PC-3 above. MSDS sheets to be included.</p> <p>OSHA regulations to be implemented.</p> <p>OSHA10 cards – See PC-3 above</p> <p>Vertex safety director may visit site.</p> <p>SCI safety POC onsite is site super. SCI has 3rd party safety firm to make periodic visits.</p> <p>SCI to maintain air quality</p> <p>SCI to maintain fire extinguishers and fire prevention. Fire watch per Norton Fire Dept requirements.</p> <p>Police details required for street work.</p> <p>SCI to maintain a clean site daily both interior and exterior.</p> <p>Construction temp fencing as per drawings. Gates to be secured.</p> <p>Noise and dust control required.</p>	SCI
2/3/23	PC-10	Phasing: Procurement Phase – 65 calendar days; Mob and Construction Phase – 386 calendar days; Final/Closeout Phase – 30 calendar days	SCI
2/3/23	PC-11	<p>Permits – Building Permit online application was started by SCI but need DBVW package. BP fee waived. Trade fees not waived per bid docs. TON to review for possible credit. Water connection fee to be determined by Town Mgr.</p> <p>NGrid Electric – VTX notified of start. WO #30645712 POC is Dan Milligan</p> <p>Eversource Gas – VTX notified of start. POC is Paul Tappen</p> <p>Mansfield Ave (Route 140) is a MA State road. MA DOT permits are required.</p> <p>Curb cut permit applied for by VHF and is ongoing. TON Water/Sewer Dept to apply for utilities permit.</p>	DBVW SCI
2/3/23	PC-12	<p>Work Hours / Parking</p> <p>Working hours are 7:00AM to 5:00PM Monday through Friday. Saturday needs TON permission by contacting NI at Bldg Dept via email in advance. No work on Sundays or Holidays.</p> <p>Worker parking shall be onsite. No parking in adjacent business lot.</p>	SCI
2/3/23	PC-13	<p>Staging Area and Dumpster</p> <p>Site utilization plan to be submitted to include field office trailers for VTX onsite, laydown area etc. SCI plans to use existing shop building as field office.</p> <p>Job meetings to be held in OPM trailer.</p> <p>Contract requires waste management per Section 017419</p>	SCI
2/3/23	PC-14	<p>Schedule of Values/Requisitions - A Schedule of Values to be provided by SCI in detail, L and M by area, to be reviewed prior to 1st Application for Payment.</p> <p>Pencil requisitions to be submitted to DBVW and VTX one week prior to month end. Once approved, the final monthly requisition shall be certified by DBVW and sent to VTX via email. Once certified, VTX to send an OPM approval letter to Town Mgr. and Bldg Comm (BC) Chair.</p> <p>Monthly CPM Update and partial lien releases required with requisition submission.</p> <p>Stored materials offsite will require Transfer of Title to Town of Norton, COI with Town of Norton as certificate holder, detailed inventory, paid invoice copies, photographs, possible onsite inspection by OPM. Amount shall match SOV line items.</p>	SCI

Initiation Date:	Item:	Discussion:	Action by:
2/3/23	PC-15	Change Orders – All Proposed Change Orders (PCO) submitted shall include detailed labor, material, and equipment costs showing quantities and hours, labor burden, OH/P and bond. SCI to submit any rate sheets early. OH/P % are specified. See Gen Conditions. Unit prices to be used where applicable. Upon review and comment by DBVW and VTX, PCOs may require review with Bldg Comm. TON Town Mgr to sign official change order. TON will review a NTE cost for approval without BC review to expedite the construction process.	SCI
2/3/23	PC-16	Shop Drawings/Submittals /Submittal Log - All submittals to be reviewed by DBVW and their subconsultants. HVAC will be reviewed by Cx agent also. DBVW wants electronic copies of submittals. SCI to set up Procore. DBVW, DBVW consultants, VTX, Cx agent, Nick lafrate to receive Newforma invite. SCI to provide 1 full size, hard copy of all approved (or AAN) submittals for the onsite VTX Clerk (Dan Alemu) which will be turned over to the Owner at project end. A complete submittal log and schedule including closeout to be submitted in 14 days. Coordination drawings are required for MEPFP to be signed off. CAD release form to be submitted by GC and each subcontractor. SCI and subs to work out as many conflicts as possible internally prior to submitting a RFI. There are no proprietary items, only BOD. Photo documentation Section 013233 for pre-con, concealed work and training.	SCI
2/3/23	PC-17	Substitutions – Identify any substitutions with the proper format per Section 016000 page 11. Side by side comparison will be required for all substitution reviews.	SCI
2/3/23	PC-18	Long Lead Time Items/Procurement Phase – 65 day period. SCI and subs to prioritize long lead time submittals for review and approval to facilitate early release to manufacturers for fabrication. Submission of shop drawings for long lead time items should be immediate. Priority items should also be listed on submittal schedule. Switchgear, generator, light fixtures, HVAC equipment, etc.	
2/3/23	PC-19	Requests for Information – Submission of RFIs to Architect with each RFI numbered sequentially via Procore. SCI shall maintain an RFI log and present weekly with priority RFIs flagged.	SCI
2/3/23	PC-20	Construction Schedule – See section 013200. Startup schedule – due 7 days from contract date Baseline CPM – due 14 days from contract date Submittal schedule due 14 days from contract date Weekly 2 or 3 week look ahead to be submitted by SCI at job meetings. SCI daily logs to be submitted to OPM on a weekly basis. Monthly CPM schedule update to be submitted with each Application for Payment.	SCI
2/3/23	PC-21	Job Meetings and Pre-installation Conference Schedule - Pre-con meeting being held 2/3/23. Job meeting day and time – Possible Friday AM or Tuesday TBD. Remote meeting during Procurement Phase starting on a date TBD. Pre-installation meetings as required per spec.	All
2/3/23	PC-22	Mock-ups – see Section 014339 and spec sections	SCI

Initiation Date:	Item:	Discussion:	Action by:
2/3/23	PC-23	Project Sign – See 015000 3.4 H for 4x8 project sign. SCI to mount on construction fence. Graphics to be provided by DBVW after review by TON and Bldg Comm.	SCI TON
2/3/23	PC-24	Quality Control/Testing Testing by Owner (UNO) – Testing firm TBD. Ch 17 Special Testing and Inspections reports to be directly copied to the VTX, DBVW, SCI, Str Eng, TON Bldg Dept (NI). A copy of all A/E field observation reports to be sent to VTX, SCI and NI.	VTX
2/3/23	PC-25	Existing Conditions - Document any existing conditions/damage and submit for record, including adjacent properties.	SCI
2/3/23	PC-26	Record Documents – See Section 017839 Progress drawings to be maintained during construction, especially civil and MEPFP. Will be reviewed by OPM and A/E. Final record documents include warranties, record drawings, O&M manuals per 017823, and Training per 017900.	SCI
2/3/23	PC-27	Closeout – See Section 017700 Closeout will include record doc submission; CX signoff; AIA docs G706, 706A, and 707; completed punchlist; lien releases; certified payrolls.	SCI
2/3/23	PC-28	One (1) Year Installer Warranty Walk-Through - Schedule for Spring 2025. Manufacturers have extended warranties.	All
2/3/23	PC-29	Owner's contractors during construction – Owner will have some work being performed by other contractors. a. IT b. AV c. Security d. FF&E e. OPM Clerk	All
2/3/23	PC-30	Groundbreaking Ceremony – will be scheduled after SCI mobilization to the site. Date and details are for Bldg Comm and Town Mgr discussion at 2/13 BC meeting.	TON
2/3/23	PC-31	SCI requested all information on utilities for NGrid Electric and ES gas. VTX of forward WO and contact info.	VTX
2/3/23	PC-32	TCC requested early start during Procurement Phase for existing house utility shutoff and abatement (GZA will be monitoring); and construction fence. Submittals need to be approved.	VTX
2/3/23	PC-33	MY requested SCI submit a W-9 form to set up their account.	SCI

Next meeting: Job Meeting #1 scheduled for TBD at 1:00PM via Teams.

If there are any additions or corrections to the above meeting notes, contact The VERTEX Companies, Inc. within (7) working days of receipt for revisions; otherwise, this will become part of the permanent record.

CC: Meeting Participants, File

SIGN-IN SHEET

Project: Norton Senior/Community Center Project

Date: 2/3/2023

Time: 10:00AM at Norton Town Hall

Subject: Pre-construction Meeting

Print Name	Company Name	Phone Number	Email Address
1. BRIAN CARTIER	SEAVER CONST	781 789 0625	B.CARTIER@SEAVERCONSTRUCTION.COM
2 Christopher DeMottino	Town of Norton Water/sewer	508-844-3499	christodemottino@rocketmail.com
3 Jim Slattery	Town of Norton Bldg Con.	508 226 3042	Slattery111@AOL.COM
4 Bob PEIXOTO	DEVN	401-231-1240	Rpeixoto@DEVN.COM
5 EA EZIFUNE	DEVN	11	EZIFUNE@DEVN.COM
6 MICHAEL VARELAS	DEVN	11	MVARELAS@DEVN.COM
7 Chris Zahner	Morton Bott	508 285 0263	MichaelHargent@nortonmms.com
8 A.S. BERGIN	SENIOR	508-802-0725	ABergin@SENIORCONSTRUCTION.COM
9 Todd Jackson	Norton PD	508-326-9124	Jackson@nortonpolice.com
10 Jason Rosem's	Norton PD	508 285 0243	Rosem's.J@Nortonfile.com
11 NICHOLAS IAPARATE	NORTON BD	508 285-0290	NFIAPARTE@NORTONMA.COM
12 Michael Yunits	NORTON Town Manager	508-285-0212	MYUNIT@NORTONMA.IL.COM
13 STEVEN KIRBY	VAREX	508-966-8865	skirby@varexeng.com
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