

**Regular Meeting Minutes
CAPITAL PROJECT BUILDING COMMITTEE
Room 302 - Plainville Municipal Center**

Committee: Capital Projects Building Committee

Date: April 25, 2016

Time: 6:00 pm

CPBC Attendees: Tom Arcari (by phone), Steve Martino, Richard Negro, Ken Restelli, Jim Tufts

Absent: Mark Belanger, Tom Lozaw, Lee Toffey

Also Present: Superintendent of Schools: Dr. Maureen Brummett, Director of Administration and Personnel: Steve Michaud, Town Manager: Robert Lee, Facilities Director: Steve Busel, Eagle Environmental, Inc.: Jeff Duigou, Kaestle Boos Associates: Chuck Boos, Plainville Citizen's Group Members: Mr. & Mrs. Gary Eisenhauer, Mr. & Mrs. Richard Ireland, Town Council Representative: Dan Carrier

Early Departure: Jeff Duigou, Plainville Citizen's Group Members

Call to Order:

The meeting was called to order at 6:00 PM by Vice Chairman Martino.

JIM TUFTS MADE A MOTION TO APPROVE THE MINUTES FROM THE APRIL 19, 2016 MEETING. KEN RESTELLI SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE MOTION CARRIED.

Jeff Duigou from Eagle Environmental gave an update on the Old Linden Street School Demolition project. He gave the committee a memorandum summarizing the status of the hazardous materials abatement phase for the project. The following has been completed since the last meeting on April 19, 2016:

- The water line has been disconnected from the building and capped in the street (East Maple Street). The gas line was previously disconnected by Eversource.
- The Abatement Contractor has remobilized to the Site to begin emptying the building of its contents and construct containment to allow for abatement activities to commence.
- The abatement will be conducted in the following order: second floor, first floor, and basement.
- Abatement is scheduled to start on the second floor Tuesday, April 26, 2016 and will continue through the month of May 2016.
- A color chart for the colored concrete has been submitted for selection by the CPBC. (The Committee will wait until all members of the Committee are present to select a concrete color).

He then reviewed the **Task Order Assignment No. 3** with the committee for their review and approval by the committee. The breakdown of the tasks and fees associated with the task order are as follows (The complete Task Order Assignment No. 3 is attached):

Task Description A: Value Engineering and Development of Bid Alternates A, B, & C – \$12,500 (Out of Scope Items).

Task Description B: Abatement Monitoring Services - \$69,340. This estimate is based on the Contractor's schedule of 52 work days (2nd shift 12 hr. work day) to complete the abatement of the building. Original estimate of \$52,078 based on 45 days of monitoring during the first shift 8-hr. work day.

Task Description C: Construction Administration - \$64,900 consisting of \$33,600 for Kaestle Boos Architects and Weston and Sampson Engineering CA services and \$31,300 for Eagle Environmental, Inc. CA service.

RICHARD NEGRO MADE A MOTION TO APPROVE TASK ORDER ASSIGNMENT NO. 3 IN THE SUM OF \$146,740. JIM TUFTS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE MOTION CARRIED.

Mr. Lee informed the committee that the Plainville Citizen's Group members wanted to have a discussion with the committee about where things stand on the project. When the bids came in under budget for the demolition it appeared that there might be additional dollars available for the Group to use. Mr. Lee suggested that they prioritize and get pricing on the items they would like done. The following are the design priorities reported by Richard Ireland.

1. The successful moving and placement of the original archway door (from Linden Street) to include a circular concrete piazza in front of it on the East Maple Street side, and the safe encasement for the bell. The successful placement of the Linden Street School sign from the present East Maple Street entrance to the Linden-East Maple Street corner.
2. A decorative fence along East Maple Street, the Linden Corner and Linden Street. The purpose of the fence is the safety of the students and to discourage drop off/pick up along East Maple Street easing traffic problems in the area. Its placement should be determined by Building and Grounds to accommodate their snow removal procedures.
3. Gazebo Funds will be needed to purchase the materials/kit. The gazebo should be placed near the pass way where it can function as a safe waiting area.
4. Benches from recycled material.
5. Plaques and incidentals. All of the memorial plaques need to be replaced. Incidentals would include things like refurbishing the Beth Altieri birdbath.
6. A message board for the archway door area.
7. Appropriate landscaping.

The Plainville citizen's Group will hold an informational meeting on Tuesday, May 3, 2016 at 7:00 PM in the Linden Street School Cafeteria to discuss options and get input from Plainville residents. They will then bring that information with pricing options to the CPBC and then to the Town Council for consideration and possible approval. Discussion continued.

Request for Qualifications and Proposal – Construction Management Services:

At the last meeting on April 19, 2016 the committee was informed that the bid statements were sent out and the Construction Management Service packets were expected to be returned to the Town by 12:00 noon on April 22, 2016. The interview schedule for the Construction Management At-Risk firms has been scheduled for **Thursday, May 5, 2016 beginning at 6:00**

PM in Room 300 of the Municipal Center. Each interview will be 30 minutes long. The interview schedule is as follows:

- 6:00 PM - F.I.P Construction Farmington, CT
- 6:30 PM - O & G Industries, Inc. Torrington, CT
- 7:00 PM - Newfield Construction Hartford, CT
- 7:30 PM - Downes Construction New Britain, CT

Adjournment:

RICHARD NEGRO MADE A MOTION TO ADJOURN THE MEETING. KEN RESTELLI SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE MOTION CARRIED. The meeting was adjourned at 7:10 PM.

Respectfully Submitted,

A handwritten signature in black ink that reads "Tina Gryguc". The signature is written in a cursive, flowing style.

Tina Gryguc
Recording Secretary

**MOTIONS MADE AT THE
CAPITAL PROJECTS BUILDING COMMITTEE MEETING
MONDAY, APRIL 25, 2016**

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RICHARD NEGRO MADE A MOTION TO APPROVE TASK ORDER ASSIGNMENT NO. 3 IN THE SUM OF \$146,740. JIM TUFTS SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE MOTION CARRIED.

RICHARD NEGRO MADE A MOTION TO ADJOURN THE MEETING. KEN RESTELLI SECONDED THE MOTION. THE MOTION PASSED UNANIMOUSLY. THE MOTION CARRIED.

Plainville Board of Education, Plainville, Connecticut
On-Call Consulting Services Agreement
Dated October 15, 2015

Task Order Assignment No. 3

General:

The Plainville Board of Education (PBOE), Plainville, Connecticut has requested the services of Eagle Environmental, Inc. (EAGLE) to assist with the development of revised design and contract documents associated with the abatement of hazardous building materials and demolition of the Old Linden Street School Building, site restoration, and repair of the Linden Street School building. In addition, PBOE requests assistance with construction administration services associated with managing Connecticut State Department of Education (SDE) Project No. 110-0057 Phases 8, 9 and 10.

Task Order Scope of Services:

EAGLE shall assist OWNER by providing the following services:

Task Description A: Value Engineering and Development of Bid Alternates A, B & C: EAGLE and Weston and Sampson Engineers, Inc. (WSE) (its subconsultant) provided additional value engineering/design services associated with preparation of contract documents for bid. The purpose of the revisions to contract documents prepared by EAGLE was to provide three alternates for Contractor bidding. This supplemental value engineering/design work was requested in a meeting on January 13, 2016 with EAGLE and WSE by Mr. Robert Lee, Town Manager and the PBOE Superintendent Dr. Jeffrey Kitching.

Task Description B: Abatement Monitoring Services

1. **Pre-Construction Meeting**

Eagle's Executive Vice President, Ashis Roychowdhury, has attended a Pre-construction Meeting at Plainville Town on March 25, 2016 that was attended by the Town Manager and representatives from the Board of Education and the General Contractor. Prior to attending this meeting, Eagle representative reviewed the Abatement Contractors submittals and deficiencies were brought forward in the meeting. It is recommended to have a second pre-construction meeting at the beginning of the second phase of the abatement (Project Phase 9). Eagle will assign a Project Manager to oversee the abatement process.

2. **Abatement Monitoring**

Eagle will serve as the Client's representative during the abatement of asbestos, reclamation of universal waste items and remediation of PCB-containing materials that will be impacted by this demolition project. The abatement contractor has opted to work 2:00 pm to 11:00 pm for the entire duration of the project.

Once the abatement starts, Eagle's on-site Project Monitor will brief the Project Manager on the progress of work on a daily basis. If problems arise that might endanger the health and safety of building occupants or other trades people, it will be immediately brought to the attention of the Project Manager and the project will be halted until the situation is rectified. If corrective action is not taken, Eagle representative will bring it to the attention of the client and all appropriate authorities. Eagle's Project Manager will keep track of the time spent on the project and will

attend job meetings, as necessary, with the Client's representative and the Abatement Contractor to provide status reports on the project. Actual achievement/progress will be compared with the projected time schedules. Eagle's Project Manager will make a recommendation if additional resources need to be mobilized by the abatement contractor to complete the project without disrupting the construction schedule. Eagle will also be prepared to mobilize additional Project Monitors, if necessary, to expedite and support this effort. We will provide the Client's representative with the cell and home phone numbers of our Key Person and the Project Manager to establish contact at off-hour/weekends, if necessary.

a. Asbestos-Containing Materials

The asbestos project monitoring services shall include the following:

- Review of Asbestos Contractor's 10-day Notice of Asbestos Abatement
- Review of Asbestos Contractor's Supervisor and Worker training certificates, State of Connecticut licenses, medical clearance letters and respiratory fit-test records
- Daily air monitoring and analysis (On-site analysis of PCM samples)
- Daily visual inspections
- Completion of daily logs, containment check lists and other pertinent paper work.
- Final visual inspections
- Re-Occupancy air monitoring

During asbestos abatement activities, we will serve as the Client's asbestos consultant. Eagle will monitor the performance of the contractor as it pertains to compliance with applicable regulations and or Technical Specifications. A State of Connecticut licensed Asbestos Project Monitor will review the Asbestos Contractor's 10 day Notice of Asbestos Abatement and supervisor/worker training certificates, licenses, medical clearance letters and respiratory fit-test records for abatement personnel on site. The Asbestos Project Monitor will perform daily air monitoring at the entrance to the personnel decontamination facility, negative air machines and any other area deemed necessary by the Asbestos Project Monitor. All Phase Contrast Microscopy samples will be analyzed on site using the NIOSH 7400 protocol. Staff professionals have been trained in the NIOSH 582 course, "Sampling and Evaluating Airborne Asbestos Dust" or equivalent. Eagle is an AIHA and State of Connecticut approved laboratory for PCM air sample analysis. Eagle's on-site Project Monitor will analyze the PCM samples. An estimated two hundred (200) PCM samples have been budgeted for the project.

The Asbestos Project Monitor shall perform pre-commencement visual inspections of each work area to evaluate if the work area preparation is performed in accordance with applicable regulations, variances and Technical Specifications. Progress inspections shall be performed within the work areas to evaluate the Asbestos Contractor's compliance with applicable regulations and technical specifications. The Asbestos Project Monitor shall maintain daily log notes, work area check lists and inspection logs on site. Final visual inspections shall be completed following the completion of final cleaning to evaluate if the work area meets the "no visible residue" criteria. The Project Monitor shall also keep track of the asbestos waste being hauled away from the site. For the Phase I abatement work, if the fiber concentration in any of the background air sample exceeds the permissible limit as allowed in the approved Variance Application, that sample will be hand-delivered to EMSL Analytical Laboratory in Wallingford, Connecticut to be analyzed by Transmission Electron Microscopy (TEM) using the NIOSH 7400 method. An estimated forty TEM samples (eight sets at 5 samples per set) have been budgeted for the project.

Asbestos final air clearance samples will be analyzed by Transmission Electron Microscopy (TEM) based upon the quantity of ACM being removed. EMSL Analytical, Inc. in Manhattan,

NY or Wallingford, CT will analyze the TEM samples. Samples will be delivered overnight to reach the laboratory by 10:30 the next business morning. Samples will normally be analyzed with 24-hour turnaround time. However, samples can be hand-delivered to EMSL branch office in Wallingford and analyses can be expedited, if necessary.

b. Lead-Based Paint

During LBP abatement activities, we will monitor the abatement contractor's performance to document compliance with the Contract Documents. Eagle will conduct a post abatement visual inspection of the work area(s) to ensure the contractor has met the requirements of the Contract Documents. Lead dust clearance sampling will be performed where required.

c. Other Hazardous Materials

During abatement activities of other hazardous materials including lead-based paint and PCB-containing materials, we will serve as the owner's consultant. Eagle will monitor the performance of the contractor as it pertains to compliance with the Contract Documents. We will perform visual inspections and clearance sampling, if necessary, to document the removal of previously identified hazardous materials.

Following the completion of the removal of PCB Remediation Waste, Eagle Environmental, Inc shall implement the following verification/sampling plan in accordance with the requirements in the Specifications.

Upon completion of work in each area, a visual inspection of all remediated surfaces for visible evidence of dust and debris shall be performed. Surfaces shall also be inspected for visible PCB source materials that may not have been removed. The visual inspection shall provide in a preliminary way, verification that remediation work has been completed in accordance with this SIP. In addition to the remediated surfaces/soil, the surfaces of protective coverings and isolation barriers shall also be inspected to ensure they are cleaned of dust and debris. As the Contractor has decided to dispose of all PCB-containing source and substrate materials as PCB Remediation waste, post verification bulk/wipe sampling might not be necessary. No sampling shall be performed until the visual inspection is complete and the clearance criteria satisfied. Sampling shall also not occur until all designated work to remove PCBs is completed.

Eagle shall provide the personnel and equipment for clearance monitoring for PCB's in each remediation work area. This monitoring shall consist of visual inspections to assure the remediation contractor has met the requirements of the specifications and applicable regulations.

PCB bulk and soil clearance samples, if collected, will be analyzed by Phoenix Environmental Laboratory, Inc. in Manchester, Connecticut using EPA 3540C Soxhlet Extraction and SW 846 8082 analytical method.

If the clearance sampling is not successful, Eagle shall recommend further remediation options that can be used to achieve successful clearance. When successful clearance conditions have been achieved, Eagle representative will provide written authorization for the abatement contractor to dismantle the work area enclosure.

Eagle has estimated fifty-two days (12 hr. shift/day) to complete the hazardous materials abatement monitoring for the project.

3. Closeout Reports

At the completion of the project, Eagle will follow up with the Abatement/Remediation

Contractor for all missing and incomplete documentation. We will match the quantities of asbestos and PCB waste hauled from the site with that received at the landfill and will identify the discrepancy. Upon receipt of all closeout documents from the contractor, we will submit a "Documentation of Records" report of the asbestos abatement program to the client and a "Close-out Report" to EPA for the PCB remediation. The reports will include all records required to be kept by the client documenting the proper removal and disposal of all hazardous building materials generated during the abatement project.

The building owner must maintain these records that contain important asbestos abatement documentation for no less than thirty (30) years.

Task Description C: Construction Administration

Eagle will assign a Project Manager to manage the Consultant's effort and to assist the Owner with the management and administration of the remediation, demolition, and site and building restoration activities. These duties will include, but are not limited to, scheduling, coordinating, and managing Consultant and subconsultant personnel and coordination with the Contractor; assisting the Owner's Representative with review of Contractor submittals, abatement and remediation project management; reviewing abatement/remediation contractor applications for payment and requests for change orders; attending weekly job meetings while abatement, demolition, site and building restoration activities are underway; and communicating abatement information to the Owner and other parties designated by the Owner.

The following scope of services will be provided by Eagle's Subconsultants:

Weston and Sampson Engineers, Inc.

- a. Project Meetings: Attend pre-construction conferences, monthly progress meetings, and other project-related meetings. Up to four (4) project meetings are budgeted.
- b. Periodic Visits to Site: Engineer shall make periodic visits to the site at intervals appropriate to the various stages of construction in order to observe the progress and quality of the various aspects of Contractor(s)' work. Based on information obtained during such visits and on such observations, Engineer shall endeavor to determine in general if such work is proceeding in accordance with the Contract Documents. Project meetings would be scheduled for the same day as site visits. Up to four (4) site visits are budgeted.
- c. Defective Work: During such visits and on the basis of such observations, Engineer may disapprove of or reject Contractor(s)' work while it is in progress if Engineer believes that such work will not produce a completed Project that conforms generally to the Contract Documents or that it will prejudice the integrity of the design concept of the Project as reflected in the Contract Documents.
- d. Interpretations and Clarifications: Issue necessary interpretations and clarifications to the Contract Documents and in connection therewith, assist in preparation of change orders as required, as it pertains to design performed by the Engineer.
- e. Shop Drawings: Review and approve Shop Drawings, samples, test reports, calculations, and other data which Contractor(s) are required to

submit, but only for conformance with the design concept of the Contract Documents, prepared by the Engineer. Such reviews and approvals or other action shall not extend to means, methods, techniques, sequences or procedures of construction or to safety precautions and programs incident thereto.

- f. Substitutes: Evaluate and determine the acceptability of substitute materials and equipment proposed by Contractor(s) for work designed by the Engineer.
- g. Punch List: Conduct one (1) inspection to determine if the work designed by the Engineer is substantially complete. Develop punch list and furnish to the Client for review. One follow up inspection will be performed after the Contractor has addressed all punch list items, to confirm punch list items have been adequately addressed.

Kaestle Boos Associates, Inc.

Provide construction administrative services related to the work depicted on the Kaestle Boos contract documents. These services will include weekly attendance at construction meetings, review and processing of related shop drawings and material submissions, monthly pay requisition reviews and project close-out services.

SCHEDULE

Based on your verbal authorization, we have initiated the work. The initial abatement for Phase 8 of the project (abatement of the Old Linden Street school west connector) started at 2:00 pm on March 30, 2016.

Task Order Fee:

The above-described consulting services will be provided and billed to the ABOE monthly as charges accrue, based on the current hourly rates provided by the On-Call Safety Services Agreement. Based on the perceived level of effort associated with the described services, EAGLE proposes the following budgetary amounts for the above tasks:

Description	Fee
A. Value Engineering and Development of Bid Alternates A, B & C	\$12,500.00
B. Abatement Monitoring Services	\$69,340.00
C. Construction Administration	\$64,900.00
TOTAL TASK ORDER FEE:	\$146,740.00

EAGLE fees shall not exceed the indicated budgetary amounts without prior written approval by OWNER.

Task Order Acceptance:

Signature by both parties below signifies mutual acceptance of the proposed Scope of Service,

Fee, and Schedule presented in this Task Order Assignment. All services will be provided in accordance with the On-Call Safety Services Agreement.

ACCEPTED FOR:

PLAINVILLE BOARD OF EDUCATION

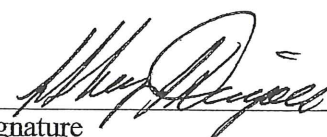
EAGLE ENVIRONMENTAL, INC.

By: Business Manager

By Its: Vice President



Signature



Signature

Steven M. Michaud
Printed Name

Jeffery J. Duigou, LEP
Printed Name

4/25/16

Date

4-18-16

Date