



# Town of Ashland

## MASSACHUSETTS

### Ashland Public Safety Building Committee Meeting Minutes August 17, 2021

**Members Present:** Jenn Ball, APD Chief Rich Briggs, Peter Chisholm, Joe Magnani, Steve Mitchell, AFD Chief Keith Robie

**Member Absent:** Michael Herbert, Brett Walker

**Other Participants:** Paul Carpenter (Ashland), Jon Lemieux (Vertex), Bill Nangle (Vertex), Janet Slemenda (HKT), Paula Claridge (HKT)

1) Chair Magnani called the meeting to order at 3:01 PM

2) Order of Business

A) Meeting minutes from July 20, 2021 were reviewed and approved as presented. Motion by Chisholm, 2nd by Mitchell. Motion passed 6-0-2 Absent.

B) Vertex/HKT Monthly Update:

1) Jon Lemieux and Bill Nangle reviewed the July 2021 Vertex Monthly Report. Construction activity included on-going site work, footing & foundation excavation, waterproofing, temporary power preparation and installation of electrical cores and conduits in foundations. The last section of apparatus bay foundation is anticipated to be completed the week of 8/16.

2) Steel installation was started on 8/11 and has continued through 8/17. A series of photos were reviewed.

3) Jon discussed the payment process with the expectation that increased amounts of payment requisitions as steel is delivered and installed.

4) Jon reviewed the 3-week lookahead and explained that CTA has provided an updated Critical Path Method schedule. The Committee reviewed average daily workforce numbers as the work starts to shift to steel installation and other subcontractor activities.

5) There was discussion regarding the temporary power and the natural gas installations. The temp power equipment has been installed and ready for final hookup. A concern was raised with the timeframe (2022) for the Eversource gas installation.

6) The Committee discussed the Gilman residence. An insurance claim is currently under review.

7) Chief Robie discussed a lead time concern with purchasing the dispatch system. It was determined an order should be placed shortly.

C) There were no project change orders for the Committee to review. Currently there are (4) change orders under review, specifically PC-004, PC-012, PC-015 and PC-016. No Committee vote was required.

D) The Committee discussed a topping off/beam signing ceremony. There are several options. The Contractor will advise the Committee on best beam installation dates.

E) Next meeting is scheduled for September 21, 2021, 3 PM, Ashland Town Hall and via Zoom.

A motion to adjourn was made at 3:54 PM by Mitchell, 2nd by Briggs. Motion passed 6-0-2 Absent.

**Submitted by:** Steve Mitchell (8-19-20)

**Meeting Materials/Documents:**

- 1) July 20, 2021 Meeting Minutes
- 2) Vertex July 2021 Monthly Report



# Town of Ashland

## MASSACHUSETTS

### Ashland Public Safety Building Committee Meeting Minutes July 20, 2021

Members Present: Jenn Ball, APD Chief Rich Briggs, Peter Chisholm, Michael Herbert, Joe Magnani, Steve Mitchell

Member Absent: AFD Chief Keith Robie, Brett Walker

Other Participants: Lt. Lyn Moraghan (AFD), Paul Carpenter (Ashland), Jon Lemieux (Vertex), Bill Nangle (Vertex), Janet Slemenda (HKT), Amy Dunlap (HKT)

1) Chair Magnani called the meeting to order at 3:07 PM

2) Order of Business

A) Item A was deleted. Chief Briggs was previously appointed to the Committee by the Select Board.

B) Meeting minutes from June 15, 2021 were reviewed and approved as presented, Motion by Mitchell, 2nd by Herbert. Motion passed 6-0-2 Absent.

C) Vertex/HKT Monthly Update:

1) Review of 7-17-21 Conservation Committee site walk. As a result of site water and silt/sediment due to recent storm, erosion control methods were increased and have been determined to be satisfactory by ConCom and should be officially approved at next ConCom meeting.

2) Jon Lemieux and Bill Nangle reviewed the June 2021 Vertex Monthly Report. Construction activity included on-going site work, footing & foundation excavation, firms & rebar placing, waterproofing, temporary power preparation and installation of electrical cores and conduits in foundations. Concrete pouring is on-going. Steel submittals have been approved and delivery is scheduled for the beginning of August, with steel erection to anticipated to start the 2nd week in August.

3) Bill discussed the daily inspection process including the Town Building Commissioner and 3rd party inspection services, CSI (concrete, rebar, fill materials) and Pare Engineers (ledge, groundwater).

4) Jon reviewed the 3-week look ahead and explained that a revised schedule from CTA is forthcoming in order to maintain project timelines.

D) The Committee reviewed project change orders, specifically PC-03, PC-06, PC-07, PC-08 and PC-09. None of the change orders exceeded the thresholds established by the Committee. No Committee vote was required.

E) Next meeting is scheduled for August 17, 2021, 3 PM, Ashland Town Hall

3) A motion to adjourn was made at 3:42 PM by Herbert, 2nd by Chisholm. Motion passed 6-0-2 Absent.

Submitted by: Steve Mitchell (7-21-20)

Meeting Materials/Documents:

1) June 15, 2021 Meeting Minutes

2) Vertex June 2021 Monthly Report

## MONTHLY PROGRESS REPORT

REPORT NO. 05 | July 2021

### REPORT LISTING

Project Description	1
Project Information	1
Payment Status	2
Damages / Claims	2
Schedule Update	3
Construction Activity	3
Change Orders / PCOs	4
Issues / Concerns	4
Site Documentation	5 - 7
<b>APPENDICES</b>	
Payment Application	A-01
Three Week Look Ahead	A-02
Notable Correspondence	N/A

## ASHLAND PUBLIC SAFETY

ASHLAND, MASSACHUSETTS



Pictures: Overall Site Progress

### PROJECT DESCRIPTION:

This contract work is for a new public safety building for police and fire departments. The building will be 42,000 SF with a three-story structure, single story apparatus building with a mezzanine, a one story sally port with police vehicle storage, a freestanding carport, a free standing shooting range and associated site work. Ground level will contain the main entrance for the public, dispatch, booking area and cells roll call room, and police offices along with a k-9 kennel. The fire department will contain the watch room and apparatus bay. The second level will contain a training mezzanine for the fire department, dorm rooms, day room and kitchen, a shared fitness are for both departments and police locker rooms. The third level will contain offices and conference rooms for both police and fire departments. Some exterior features will include 2 roof gardens in police areas and sawtooth skylights in the fire department apparatus bay.

### PROJECT COMPLETION

#### LAST REPORT

**11.0%\***

As of Payment Application No.5

#### CURRENT REPORT

**15.0%\*\***

\*\*as of Pay App No. 6

### PROJECT INFORMATION:

**Owner:**  
 Town of Ashland  
 101 Main Street  
 Ashland, MA 01721  
 508.881.0100

**Owner's Project Manager:**  
 The Vertex Companies, Inc. ("VERTEX")  
 Bill Nangle  
 400 Libbey Parkway  
 Weymouth, MA 02189  
 781.952.6000 / 6060F

**Architect:**  
 HKT Architects, Inc. ("HKT")  
 Paula Claridge  
 24 Roland Street Suite 301  
 Charlestown, MA 02129  
 617.776.6678

**Contractor:**  
 CTA Construction Mangers, LLC ("CTA")  
 Bob Manning PM  
 400 Totten Pond Road 2nd Floor  
 Waltham, MA 02451  
 781.786.6600

**PAYMENT DETAILS**

PAY APP NO. 5

Date Executed by Contractor  
August 3, 2021

Date Certified by Architect  
August 3, 2021

Original Contract Amount  
\$22,145,000.00

Approved Change Orders  
\$193,532.38

Amended Contract Amount  
\$22,338,532.38

Approved To Date  
\$3,097,693.51

Retainage Withholdings  
\$160,036.49

Paid To Date  
\$2,248,112.83

Pending Payment  
\$849,580.69

Remaining To Bill  
\$19,240,839

# PAYMENT STATUS

Payment Application No.1 was recommended for payment in the amount of \$378,596.85.

Payment Application No. 2 was recommended for payment in the amount of \$233,970.94.

Payment Application No.3 was recommended for payment in the amount of \$226,913.00.

Payment Application No.4 was recommended for payment in the amount of \$401,084.64.

Payment Application No. 5 was recommended for payment in the amount of \$1,007,547.39.

Payment Application No. 6 was recommended for payment in the amount of \$849,580.69

**PROJECT COMPLETION**

**LAST REPORT**

**11.0%\***

\*as of Pay App No.5

**CURRENT REPORT**

**15.0%\*\***

\*\*as of Pay App No. 6

## POTENTIAL DAMAGES

There are no potential damages to report at this time.

## AFFIRMATIVE CLAIMS

There are no affirmative claims at this time.

# SCHEDULE UPDATE

CTA is currently providing weekly 3-week look-aheads. CTA provided an updated CPM (Critical Path Method) schedule. This was reviewed by Vertex and HKT and comments were issued to CTA.

## CONSTRUCTION ACTIVITY

**Site:**

Site work is on-going; Excavation for footings and foundation continues. Dewatering of the site is on-going, import and export is on-going, backfilling inside and outside of foundations is on-going.

**Electrical:**

Cores and conduits have been placed in foundations, preparation for temporary power is on-going.

**Exterior Work:**

Forms and rebar are being placed for footings and foundations. Concrete pouring is on-going, stripping of forms is on-going. Waterproofing is on-going.

**Steel:**

Steel mobilization is expected 08.11.

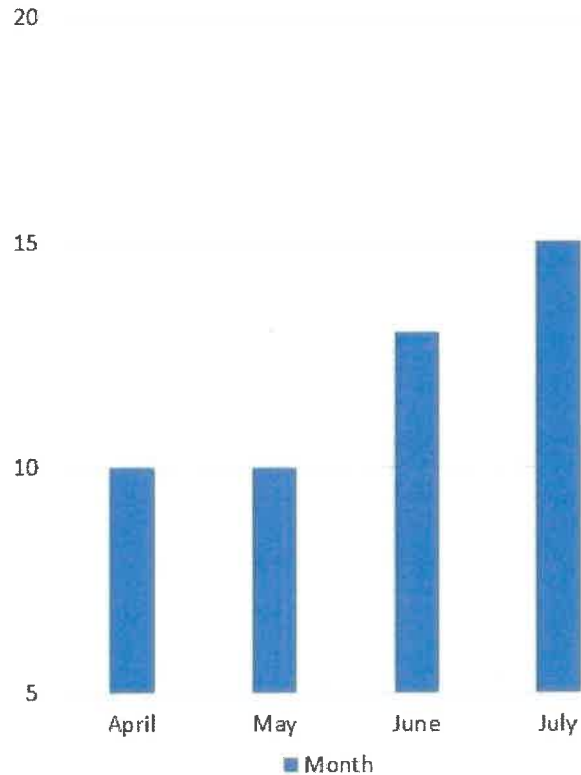
**Plumbing , HVAC, and Interior Work:**

Submittals are being submitted.

**Safety:**

CTA along with VERTEX have been ensuring on-site job safety.

Average Daily Workforce



**Workforce:**

The average daily workforce has been approximately 15 workers per day. The low for the month was 4 workers (on a Saturday) the high was 20 workers.

**Certified Payrolls:**

Certified payrolls are coming in to Vertex from the sub-contractors. VERTEX will maintain copies, and review all certified payrolls and distribute to the Town.



# CHANGE ORDERS / PROPOSAL REQUESTS

There are currently five PCO's that have been issued:

- PCO 001 – Revised window layout due to structural bracing – \$2,650.73. **Approved (CO 01)**
- PCO 002 – PA Priority Capability – \$1,053.19. **Approved (CO 01)**
- PCO 003 – Cut/Cap 2 existing water mains at the street –\$16,357. **Revised -\$14,295.39. Approved (CO 02)**
- PCO 004 – Fire Review changes – \$31,353.29. **Under Review**
- PCO 005 – Communication Antenna – \$152,662.48. **Approved (CO 01)**
- PCO 006 – Eversource Temp. Power – 17,370.00. **Approved (CO 02)**
- PCO 007 – Sewer drain line and manhole credit – -\$3,535.00. **Revised -\$6,596.80. Approved (CO 02)**
- PCO 008 – Additional drainage structures – \$9,990.05 **Approved (CO 02)**
- PCO 009 – Added power and data for fitness room monitor – \$2,107.34 **Approved (CO 02)**
- PCO 010 – Credit for reduction in elec. Connections for VRV's – -\$796.64. **Revised – -\$891.98. Recommended for approval**
- PCO 011 – additional detailing – \$1,826.06 – **Recommended for approval**
- PCO 012 – Extension of water services (water loop) - \$43,820.64 – **Under Review**
- PCO 013 – Door 116B and W22 coordination (additional block work for mason) - \$1,555.12 – **Recommended for approval**
- PCO 014 – Apparatus bay underground coordination (additional piping under trench drains) - \$1,805.40 – **Recommended for approval**
- PCO 015 – Traffic Signal Equipment – \$21,559.23 – **Under Review**
- PCO 016 – Electrical changes for glazed folding doors (apparatus bay doors) - \$1,226.86 – **Under Review**

There is one potential additional cost items that have not been formalized into PCO's at this time:

1. A portion of the retaining wall at the split of Rte 135 and E. Union came down during the tree removal operations. HKT reviewed the issue in the field. Remedial work will be necessary however it is still being decided whether remedial work will take place through CTA and the Filed Sub Mason or directly through the Town.

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## ISSUES / CONCERNS

1. At the time of this report, Vertex is concerned about the schedule for Eversource Gas to provide the new gas line for the project.

# SITE DOCUMENTATION

01



Photo depicts the site progress along with footing and foundation progress.

02



Photo depicts the site progress along with footing and foundation progress.

03



Photo depicts the site progress along with footing and foundation progress.

04



Photo depicts the site progress along with footing and foundation progress.



# SITE DOCUMENTATION

05



Photo depicts the progress of high wall panel installation.

06



Photo depicts the progress of high wall panel installation.

07



Photo depicts the progress of waterproofing.

08



Photo depicts the progress of waterproofing.

# SITE DOCUMENTATION

05



Photo depicts the arrival of the crane for steel.

06



Photo depicts the steel erection.

07



Photo depicts the steel erection.

08



Photo depicts the steel erection.



Appendix A-01

**APPLICATION FOR PAYMENT NO. 6**  
**(cover page only)**



TO THE OWNER: Name: Town of Ashland  
 Address: Town Hall  
 101 Main Street  
 Ashland, MA 01721

PROJECT: Ashland Public Safety Building  
 Name: Ashland Public Safety Building  
 Address: 12 Union Street  
 Ashland, MA 01721

APPLICATION NO.: 6  
 PERIOD TO: 7/31/2021  
 APPLICATION DATE: 7/31/2021  
 Architects Project #: ARCHITECT  CONTRACTOR

Distribution to:  OWNER  ARCHITECT  CONTRACTOR

FROM CONTRACTOR: CTA Construction Managers, LLC  
 400 Totten Pond Road 2nd Floor  
 Waltham, MA 02451

VIA ARCHITECT: HKT Architects Inc.  
 24 Roland Street, Suite 301  
 Charlestown, MA 02129

CONTRACT FOR: Ashland Public Safety Building

**CONTRACTOR'S APPLICATION FOR PAYMENT**

Application is made for payment, as shown below, in connection with the Contract. Continuation sheet, AIA document G703, is attached.

1. **ORIGINAL CONTRACT SUM**
2. **Net change by Change Orders**
3. **CONTRACT SUM TO DATE** (Line 1 + or - 2)
4. **TOTAL COMPLETED & STORED TO DATE** (Column G on G703)

5. **RETAINAGE:**

a.  $5\%$  % of Completed Work (Columns D + E + F on G703) \$ 163,036.49

b. % of Stored Material (Column G on G703) \$

Total Retainage (Line 5a + 5b or Total in Column I of G703) \$ 163,036.49

6. **TOTAL EARNED LESS RETAINAGE** (Line 4 less Line 5 Total) \$ 3,097,693.51

7. **LESS PREVIOUS CERTIFICATES FOR PAYMENT** (amount paid to date) \$ 2,248,112.83

8. **CURRENT PAYMENT DUE** (Line 6 from prior Certificate) \$ 849,580.69

9. **BALANCE TO FINISH, INCLUDING RETAINAGE** (Line 3 less Line 6) \$ 19,240,839

\$ 22,145,000.00  
 \$ 193,532.38  
 \$ 22,338,532.38  
 \$ 3,260,730.00

\$ 163,036.49  
 \$ 3,097,693.51  
 \$ 2,248,112.83  
 \$ 849,580.69

CHANGE ORDER SUMMARY	CO's	CCD's
Total changes approved in previous months by Owner	\$156,366.40	
Total approved this Month	\$37,165.98	\$0.00
<b>TOTALS</b>	<b>\$193,532.38</b>	<b>\$0.00</b>
<b>NET CHANGES by Change Order &amp; CCD's</b>	<b>\$193,532.38</b>	

CONTRACTOR: CTA Construction Managers, LLC

By: *Paula J. Claridge* Date: 8/3/21



**ARCHITECT'S CERTIFICATE FOR PAYMENT**

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

**AMOUNT CERTIFIED** \$ 849,580.68

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT HKT Architects Inc.

By: *Paula J. Claridge* Date: 8.05.21

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

## THREE WEEK LOOK AHEAD



Ashland Public Safety Complex  
3 week look ahead  
8/10/2021



	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	
	S	M	T	W	R	F	S	S	M	T	W	R	F	S	S	M	T	W	R	F	S	
1 Meetings																						
2 Owners/Arch Meetings		X								X							X					
3 PM/Supers Meetings		X								X							X					
4 Sub Startup Meetings		X								X							X					
5																						
6 Special Inspections																						
7 PSI/Pare	X	X	X	X	X	X			X	X	X	X	X			x	X	X	X	X		
8 Town-Doug	X	X	X	X	X	X			X	X	X	X	X			X	x	X	X	X		
9 Mockup																						
10 Rough Framing												X	x			X	X					
11 Waterproofing																	X	X				
12 Windows																						
13 Masonry																						
14																						
15 Building Exterior																						
16 Erosion Control Maintenance (BMP's)		X	X	X	X	X				X	X	X	X				X	X				
17 Grading & Stockpiling Materials	X	X	X	X	X	X			X	X	X	X	X			X	X					
18 Trucking Materials - Hauling Out	X	X	X	X	X	X			X	X	X	X	X			X	X					
19 Backfill-Exterior/Interior	X	X	X	X	X	X			X	X	X	X	X			X	X	X	X	X		
20																						
21 3-Story Structure - Admin & Holding Areas																						
22 Footings/Found Wall concrete-	X	X																				
23 Waterproofing	X	X	X	X	X	X			X	X												
24 Steel erection- 1st sequene 2nd sequence				X	X	x			X	X	X	X	X			X	X	X	X	X		
25 Sallyport																						
26 steel erection- 3rd sequene																	X	X	X	X		
27																						
28 Apparatus Bay																						
29 Footings & Foundations	X	X	X	X	X	X			X													
30																						
31 Apparatus Bay- Supportive Spaces and Mechanical Rooms																						
32																						
33																						
34 Equipment Startups																						
35																						
34 Site Utilities																						
35 Drainage Exterior																	X	X	X	X		
35 Underground Drainage System - 1																	X	X	X	X		

storm trap mtg.  
8/12

## NOTABLE CORRESPONDENCE