



Town of Ashland

MASSACHUSETTS

Ashland Public Safety Building Committee Meeting Minutes September 27, 2022

Members Present: Jenn Ball, Peter Chisholm, Joe Magnani, Steve Mitchell, Chief Keith Robie, Chief Cara Rossi, Lt. Rich Briggs

Member Absent: Brett Walker

Other Participants: Bill Nangle (Vertex), Paula Claridge (HKT), Paul Carpenter (Ashland), John Leacu (Ashland)

1. Joe Magnani called meeting to order at 11:03 AM
2. September 8, 2022 minutes were reviewed and accepted. Motion by Herbert, 2nd by Rossi. The motion passed 7-0-1.
3. Bill Nangle provided a construction update which included the following ongoing items: testing & balancing of control systems; initial furniture installation close to completion; geothermal water treatment is occurring; dedicated Verizon phone line has been installed; dispatch consoles are being readied for occupancy; site work and landscaping is almost completed.

Bill & Paula Claridge discussed the delivery status of the apparatus bay doors. The site has received 3 of 7 doors, with no timeframe for the balance. Paula also discussed door design issues, specifically that the doors received were not manufactured to specification. CTA is aware of this issue, and is withholding payments to the door vendor/sub-contractor.

The Committee discussed various actions to take, including Town Counsel involvement. A motion was made to submit a letter to CTA to express the Town's concerns and frustrations with both the delivery delays and the manufacturing issue. The letter will also reference potential damages to be assessed. The motion was made by Mitchell, 2nd by Herbert. The Committee approved the motion 7-0-1.

4. The occupancy timeline is specifically impacted by the delay with the apparatus bay doors, and will be better determined as more information becomes available.

5. There were no change orders for Committee review

6. Paula reviewed (2) options for the 14" x 18" dedication plaque. A motion was made to approve Option 1 as the plaque style. Motion by Mitchell, 2nd by Herbert. The motion passed 7-0-1.

Mike Herbert discussed adding (2) additional names as part of the Building Committee. Paula will revise and review at the next PSB meeting.

7. The bench tree plaque discussion was deferred to a future dedication event planning meeting.

8. The PSB Committee will next meet on Tuesday, October 18, 2022, 3 PM via Zoom.

9. A motion to adjourn at 12:05 PM was made by Mitchell, 2nd by Briggs. The motion passed 7-0-1 absent.

Submitted by: Steven Mitchell (9-27-22)

Meeting Materials/Documents:

1. 9/8/22 Minutes
2. Budget Status Sheet (August, 2022)
3. PCO 126 PV System quote



Town of Ashland

MASSACHUSETTS

Ashland Public Safety Building Committee Meeting Minutes September 8, 2022

Members Present: Jenn Ball, Peter Chisholm, Joe Magnani, Steve Mitchell, Chief Keith Robie, Lt. Rich Briggs

Member Absent: Brett Walker

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

1. Joe Magnani called meeting to order at 11:01 AM
2. August 23, 2022 minutes were reviewed and accepted. Motion by Ball, 2nd by Briggs. The motion passed 6-0-2.
3. Jenn reviewed the Project budget summary sheet. She also reported on a change order required to adjust the glycol system for the geothermal system (approx. \$30,000).
4. Bill Nangle reviewed the Vertex/HKT August monthly report and the 3-week look ahead (August 29 - September 30). See attached report.

Bill reported that the Project is waiting on (3) major items required to complete the PSB and allow for occupancy: a) apparatus bay doors; b) building generator; c) Verizon dedicated phone line (E911).

Jenn discussed the timeline implications impacted by the delivery issues and that the 9/9/22 substantial completion date would not be met. There is still no definite arrival dates for the doors, generator or the Verizon installation.

Furniture (other than dormitory) delivery is anticipated on 9/19/22, with approximately a 1-2 week assembly timeframe. Dormitory furniture is still scheduled to arrive by 10/17.

Bill does not anticipate any additional impacts to the budget or from CTA due to any delivery issues.

Bill discussed the current commissioning process.

5. Bill reviewed photovoltaic installation (PCO 126) provided by CTA. The quote was issued for \$412,153.24 (See attached quote doc).

Both Paula and Bill stated that their review of the CTA quote was fair and reasonable, and was in line with earlier estimates.

The Committee discussed potential impacts and benefits from any incentive programs, specifically the Inflation Reduction Act. HKT will review and it was suggested that the solar vendor would be the appropriate entity to provide an analysis of available government programs.

A motion was made by Herbert, 2nd by Mitchell, to approve PCO 126 to complete the PSB PV system in the amount of \$412,153.24, subject to a review of all applicable federal and state energy programs. The motion was approved 7-0-1.

6. The Dedication Plaque discussion was deferred to the next meeting.

7. The bench tree plaque discussion was deferred to the next meeting.

8. The PSB Committee will next meet on Thursday, September 22, 2022, 2 PM via Zoom.

9. A motion to adjourn at 12:30 PM was made by Chisholm, 2nd by Herbert. The motion passed 7-0-1 absent.

Submitted by: Steven Mitchell (9-12-22)

Meeting Materials/Documents:

1. 8/23/22 Minutes
2. Vertex Monthly Report
3. Budget Status Sheet (August, 2022)
4. PCO 126 PV System quote

Ashland Public Safety Building



Project Budget Status Report

Period Ending: 8/31/22

Classification Name	Code	BUDGET		TRANSFERS		REV'D BUDGET		COMMITTED		SPENT		LEFT TO SPEND		AVAILABLE	
		Town Meeting Approved Budget	F	Budget Transfers	G	after Budget Transfers	H = F + G	Contracts, PO's, or Otherwise Spent	I	Total Paid Project to Date	L	on Current Contracts, PO's	M = I - L	to Commit or Spend	N = H-MAX(I,L)
Construction															
Base Construction	40.20	22,145,000	1,281,185	1,281,185	23,426,185	23,426,185	23,426,185	21,535,047	1,891,139	1,891,139	1,891,139	1,891,139	-	-	-
		22,145,000	1,281,185	1,281,185	23,426,185	23,426,185	23,426,185	21,535,047	1,891,139	1,891,139	1,891,139	1,891,139	-	-	-
Design															
All Designer fees - Basic & Supplemental	30.20	2,559,880	68,118	68,118	2,627,998	2,627,998	2,584,559	2,409,673	174,885	174,885	174,885	174,885	43,439	43,439	43,439
		2,559,880	68,118	68,118	2,627,998	2,627,998	2,584,559	2,409,673	174,885	174,885	174,885	174,885	43,439	43,439	43,439
OPM															
OPM - Basic Services SD thru Bid	10.00	133,950	-	-	133,950	133,950	133,950	133,950	-	-	-	-	-	-	-
OPM - Construction Administration	10.50	542,454	-	-	542,454	542,454	542,454	370,209	172,245	172,245	172,245	172,245	-	-	-
		676,404	-	-	676,404	676,404	676,404	504,159	172,245	172,245	172,245	172,245	-	-	-
Fixtures, Furnishing & Equipment															
Furnishings; Fixtures; Equipment	50.10	600,000	-	-	600,000	600,000	455,606	8,003	447,602	447,602	447,602	447,602	144,394	144,394	144,394
Telephone Equipment	50.20	50,000	(30,000)	(30,000)	20,000	20,000	34,242	3,028	31,214	31,214	31,214	31,214	(14,242)	(14,242)	(14,242)
Radio & Dispatch Equipment	50.30	800,000	(152,662)	(152,662)	647,338	647,338	381,668	71,369	310,299	310,299	310,299	310,299	265,670	265,670	265,670
Computers Equipment & Network	50.40	150,000	67,000	67,000	217,000	217,000	202,458	163,265	39,192	39,192	39,192	39,192	14,542	14,542	14,542
Security and CCTV	50.50	150,000	(100,000)	(100,000)	50,000	50,000	-	-	-	-	-	-	50,000	50,000	50,000
Station Alerting	50.60	150,000	(100,000)	(100,000)	50,000	50,000	-	-	-	-	-	-	50,000	50,000	50,000
		1,900,000	(315,662)	(315,662)	1,584,338	1,584,338	1,073,972	245,665	828,307	828,307	828,307	828,307	510,365	510,365	510,365
Other Administrative Costs															
Construction-Builders Risk Ins.	40.30	35,000	-	-	35,000	35,000	23,673	23,673	-	-	-	-	11,327	11,327	11,327
Advertising	20.60	-	500	500	500	500	305	305	195	195	195	195	-	-	-
Site Survey	22.20	15,000	5,000	5,000	20,000	20,000	19,983	19,983	17	17	17	17	-	-	-
Appraisals, Electr Bidding, Printing	22.60	10,000	5,749	5,749	15,749	15,749	15,749	15,749	-	-	-	-	-	-	-
Moving	22.80	40,000	-	-	40,000	40,000	399	399	39,601	39,601	39,601	39,601	-	-	-
Utility Company Fees	22.90	500,000	-	-	500,000	500,000	376,944	376,944	123,056	123,056	123,056	123,056	-	-	-

Ashland Public Safety Building



Project Budget Status Report

Period Ending: 8/31/22

Classification Name	Code	BUDGET	TRANSFERS	REV'D BUDGET	COMMITTED	SPENT	LEFT TO SPEND	AVAILABLE
		Town Meeting Approved Budget	Budget Transfers	after Budget Transfers	Contracts, PO's, or Otherwise Spent	Total Paid Project to Date	on Current Contracts, PO's	to Commit or Spend
		F	G	H = F + G	I	L	M = I - L	N = H-MAX(I,L)
Construction Testing	23.10	100,000	10,500	110,500	110,500	75,419	35,081	-
MEP and Env Cx	23.90	100,000	-	100,000	100,000	7,150	92,850	-
		800,000	21,749	821,749	647,554	519,623	127,931	174,196
Contingencies								
Construction Contingency	80.00	1,507,250	(1,128,523)	378,727	-	-	-	378,727
Owners Contingency	90.00	300,000	73,133	373,133	-	-	-	373,133
Bid Savings	99.00	1,011,466	-	1,011,466	-	-	-	1,011,466
		2,818,716	(1,055,390)	1,763,326	-	-	-	1,763,326
Project Total - Design and Construction Phases								
		30,900,000	-	30,900,000	28,408,674	25,214,167	3,194,507	2,491,326



35 Medford Street
Somerville, MA 02143
T: 617.776.6545
F: 617.776.6678
www.hktarchitects.com

Potential Change Order Review

Ashland Public Safety Building

PCO No.: 126	HKT Job No: 21917
Reference: PR-18 & PCO 072R4	Date: 9.02.22
Subject:	This proposal is for the costs associated with furnishing and installing the full PV system as outlined in PR 18 dated 2/4/22 and the changes outlined in the 5/23/22 Ashland Solar Revisions (Revised PV Drawings) received from Solar Design Associates. The preparation work that was associated with CTA PCO 072R4 have been completed. This proposal is for the completion of the PV system which includes the following: PV Modules, Racking System, Inverter and Optimizers, Disconnects, Meter Socket, Exterior Conduit not provided in PCO 072R4), Wiring, Labeling, Data acquisition monitoring, Startup & Owner training.
HKT Response:	Recommend approval of PCO 126 for a cost of \$412,153.24

Description:

The scope of work described in this PCO is for the remainder of work needed to complete the Photovoltaic system described in Proposal Request, PR-18, that was not previously installed as part of PCO 072R4. The scope of work for panel and equipment installation was developed and confirmed by the solar designer, Solar Design Associates (SDA).

It should be noted that the interconnection study fees and permitting costs, which are not included in this PCO, are part of SDA's responsibilities. The upfront payments for equipment should also be noted and confirmed as acceptable to the Town.

The schedule included reflects the currently anticipated lead time to procure the inverters, which have been seeing longer lead times recently.

The scope of work and costs outlined for CTA's oversight of the PV work appears to have been minimized to as great an extent as possible and appears fair.

Based on review by SDA and HKT, the subtotal of \$367,338.00 appears fair and reasonable.

All reservation of rights language on the CTA cover sheet should be removed from this and future PCO's, as previously directed by Town of Ashland Counsel.

Paula J. Claridge
HKT

CTA Construction Managers
400 Totten Pond Road
Waltham, 02451
Phone: (781) 786-6600

Project: 2020-03 - Ashland Public Safety Building
12 Union Street
Ashland, 01721

Prime Contract Potential Change Order #126: CE #199 - Ashland Public Safety Building - PV System

TO:	Town of Ashland	FROM:	CTA Construction Managers, LLC 400 Totten Pond Road, 2nd Floor Waltham Massachusetts, 02451
PCO NUMBER/REVISION:	126 / 0	CONTRACT:	1 - Ashland Public Safety Building Prime Contract
REQUEST RECEIVED FROM:		CREATED BY:	Paul DuRoss (CTA Construction Managers, LLC)
STATUS:	Pending - In Review	CREATED DATE:	8/24 /2022
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$412,153.24

POTENTIAL CHANGE ORDER TITLE: CE #199 - Ashland Public Safety Building - PV System

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*
CE #199 - Ashland Public Safety Building - PV System

This proposal is for the costs associated with furnishing and installing the full PV system as outlined in PR # 18 dated 2/4/22 and the changes outlined in the 5/23/22 Ashland Solar Revisions (Revised PV Drawings) received from Solar Design Associates. The preparation work that was associated with CTA PCO # 072R4 have been completed. This proposal is for the completion of the PV system which includes the following: PV Modules, Racking System, Inverter and Optimizers, Disconnects, Meter Socket, Exterior Conduit not provided in PCO 072R4), Wiring, Labeling, Data acquisition monitoring, Startup & Owner training.

CTA included costs for general conditions for this work. This does not include daily on site supervision. It includes a 17.5% commitment for project manager time for the duration of the project as well as other listed on costs on the enclosed general conditions summary.

This proposal does not include any utility interconnection study fees or permitting costs. This proposal is contingent on the proposed subcontractor's acceptance and execution of CTA's standard subcontract agreement. The proposed subcontractor has the following payment terms and this proposal is contingent on the Owner's acceptance of these terms:

1. Upfront payment by Owner to CTA and CTA to KW Management for the invoice price of the PV Modules
2. Upfront payment by Owner to CTA and CTA to KW Management for the invoice price of the inverter
3. Upfront payment by Owner to CTA and CTA to KW Management for the invoice price of the racking system
4. Note: Payments are required for release of materials which will only occur after approval of the submittals by the design team. Due to supply chain issues and the market competition associated with acquiring PV materials these payment terms are necessary to procure materials without an excessive lead time.

CTA has included a draft project schedule with this proposal. The proposal is subject to change based on multiple factors including but not limited to the timeline of a change order, the length of the designer review period of submittals, material lead times at the time of release, weather conditions and inspection durations and utility company approvals.

~~*CTA reserves its rights to additional time and direct and indirect costs associated with this change order. CTA does not waive its rights to an additional extension of time or to recover additional costs by signing this change order. The Awarding Authority, in executing this change order, agrees that CTA has properly reserved its rights for additional time and compensation.~~

ATTACHMENTS:

#	Cost Code	Description	Type	Amount
1	01-500 - Temporary Facilities and Controls	KW Management - PV Proposal to CTA	CTA Direct	\$ 330,156.00
2	01-500 - Temporary Facilities and Controls	CTA General Conditions	CTA Direct	\$ 37,182.00
			Subtotal:	\$367,338.00
			Change Order Markup: 10.00% Applies to all line item types.	\$ 36,733.80
			CTA Bonds & Insurance: 2.00% Applies to all line item types.	\$ 8,081.44
			Grand Total:	\$412,153.24



Rob Erb
Solar Design Associates
Harvard AM.

29 June 2022

RE: Ashland Public Safety Building REV1

Rob,

I have outlined a scope of work price based on the description of work below for a 115.92 kW STC / DC - 120kW AS system installation in Ashland, MA. Per plans dated 5 May 2022 and as outlined below.

1. KWM to Supply and install (252) 460-Watt PV modules – JA or Hanwha (41” X 87”). Due to the current Module availability issue actual module and wattage may change but the system DC size would remain the same. Buy price of .633 per watt is currently budgeted, see statement 21 for price increases.
2. Modules will be installed on a Standing seam racking system
3. The project structural engineer will ensure the existing building structure can supported the added weight and Uplift.
4. KWM will supply and install (1) 120 kW SolarEdge Inverter and optimizers, Rapid shutdown device will meet the requirements of the 2020 National Electrical code. Inverters may need to be redesigned based on construction schedule and inverter availability.
5. KWM will Install 200-amp 277/480-volt AC Disconnects. In addition (1) meter socket will be installed.
6. Interconnection to the existing 277/480 Volt three phase electrical service is included and will be interconnected in the existing 200amp breaker in the new Main SWBD.
7. Utility interconnection Study fees are included not in the base price.
8. All PV project labels will be supplied and installed by KWM.
9. KWM to install one Data acquisition monitoring system (\$7,500.00 Allowance), the owner of the project will provide one high speed internet connection with inbound and outbound access. KWM to supply and install (1) UPS system for 120Volt EPO circuit.
10. All the Solar Engineering and stamped drawings shall be provided by SDA.
11. Training for Building maintenance and Fire services personnel is included.
12. All KWM trash to be recycled or disposed of by KWM.
13. Electrical permits and fees shall be paid by KWM and allowance of \$2,000.00 is included in the base price. Building Permit by GC.
14. All lifts and lulls shall be supplied by KWM for a complete turnkey project, crane provided by KWM.

15. Payment terms module, inverter and racking upon project NTP/contact, Progress billing every 30 Days net 15 days, no retainages.
16. The Specified inside conduit systems from SWBD to external disconnect and from disconnect to penthouse electrical room will be provided and installed by others not KWM.
17. Any roofing penetration or alterations are not included in the base price, KWM to supply Soladeck roof kits for the roofer to install.
18. Prevailing wage rates for Ashland, MA Are included.
19. The cost of Bonding is included in the base price.
20. KWM will not be responsible for snow shoveling or removal.
21. If wire, steel, module, inverter, racking costs escalate more than 2% as of the proposal date, pricing will be adjusted.

Base price	\$253,250.00
Davis Bacon Wage	\$59,781.00
P&P Bonding	\$6,900.00
Lifts, Lull, and trash	\$7,830.00
Roofer allowance	\$5,145.00
Total	\$332,906.00

**Final KW Management Price based on
 leveled CTA Scope of Work is
 \$330,156.00**

Mark P Weissflog, Pres.

Mark P Weissflog, President
 KW Management, Inc,

Ashland Public Safety Building
General Conditions Summary

Avg. Days / Month

30.42

Project Duration (Days)

278

9/14/22 - 6/19/23

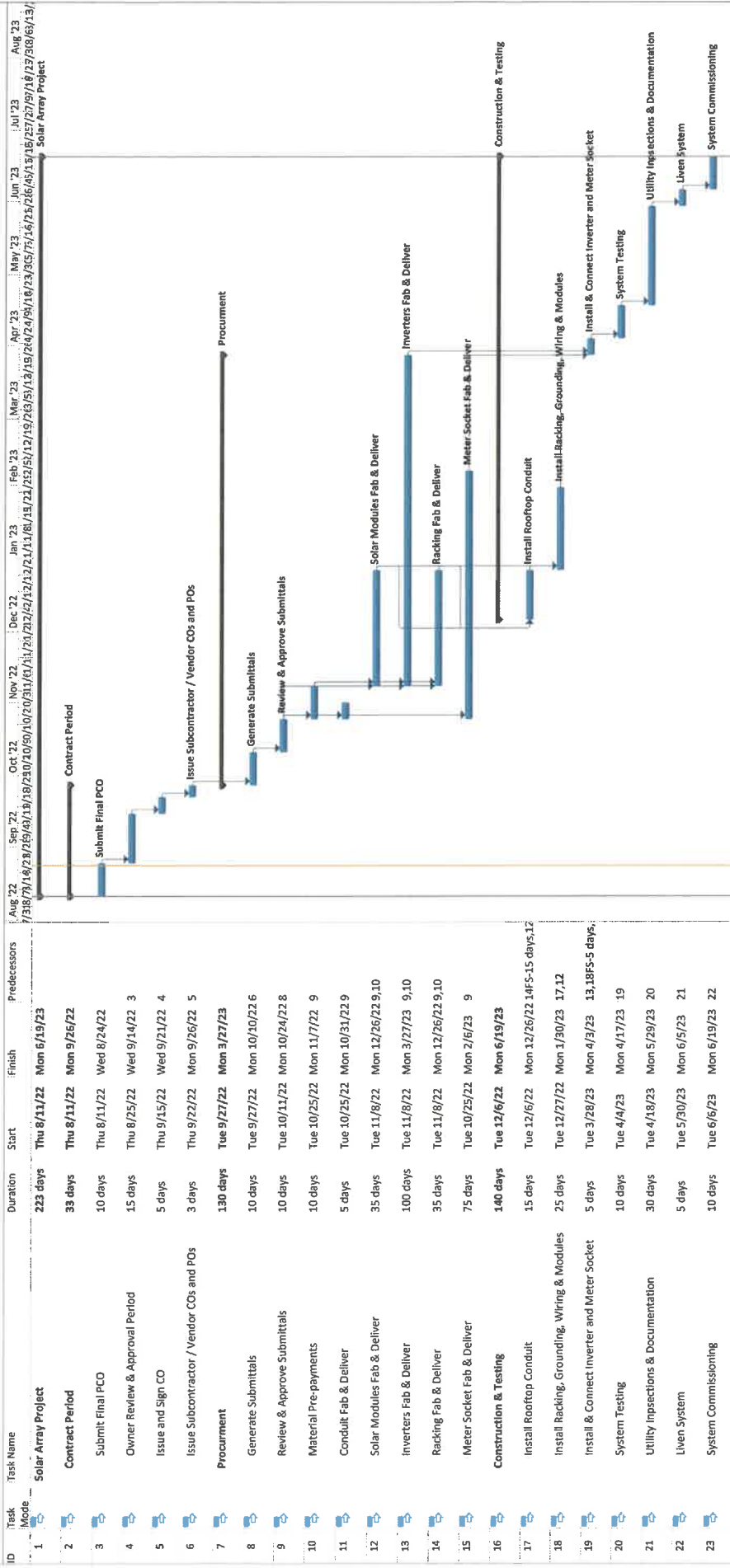
Construction thru Commissioning Period

195

12/26/22 - 6/19/22

Internal Cost Code	Item	Cost Per Month	Cost Per Day	Project Total Cost For Construction Period	Notes
8017	Temp Toilets	\$ -	\$ -	\$ -	Included in KW Management Proposal
8018	Winter Conditions	\$ -	\$ -	\$ 2,200	Carried Hand Shovelling for (3) Snow Events
8019	Scaffolding	\$ -	\$ -	\$ -	Included in KW Management Proposal
8020	Hoisting	\$ -	\$ -	\$ -	Included in KW Management Proposal
8030	Temp Water Utility	\$ -	\$ -	\$ -	All Costs by Owner
8031	Temp Electric - Usage	\$ -	\$ -	\$ -	All Costs by Owner
8040	Interim Cleaning -	\$ -	\$ -	\$ -	Not Carried by CTA
8042	Dumpsters	\$ -	\$ -	\$ -	Included in KW Management Proposal
8050	Risk Management Safety Inspections	\$ 150	\$ 4.93	\$ 962	(1) / Month During Construction Period Only
8052	Temp Protection	\$ -	\$ -	\$ 2,000	Parking Lots, Roof
8053	Cut, Patch, Paint (Ceilings / Walls)	\$ -	\$ -	\$ 1,000	For areas with interior Work
8054	Police Details	\$ -	\$ -	\$ -	Not Carried by CTA
8056	Fire Watch	\$ -	\$ -	\$ -	Not Carried by CTA
8057	Testing & Inspection	\$ -	\$ -	\$ -	By Owner if necessary
8058	Roofing Allowance	\$ -	\$ -	\$ 2,500	
8062	Plans and copies	\$ 100	\$ 3.29	\$ -	
8063	Permits	\$ -	\$ -	\$ -	Not Carried by CTA
8064	Cell Phones - Wireless	\$ 38	\$ 1.23	\$ 343	During Construction Period Only (pro-rated)
8066	Travel Allowance	\$ 180	\$ 5.92	\$ 1,645	During Construction Period Only (pro-rated)
8071	Project Superintendent (inc p/r taxes)	\$ -	\$ -	\$ -	Note Carried, - Weekly Check in by PM Only
8072	Asst Superintendent	\$ -	\$ -	\$ -	Note Carried, - Weekly Check in by PM Only
8073	Legal	\$ -	\$ -	\$ -	Note Carried, - Weekly Check in by PM Only
8074	Accountant	\$ 155	\$ 5.11	\$ 1,419	Avg. of 2 Hrs / Month
8075	Project Manager	\$ 2,748	\$ 90.34	\$ 25,113	17.5% Time
8076	Asst Project Manager	\$ -	\$ -	\$ -	No Cost
8077	Project Executive	\$ -	\$ -	\$ -	No Cost
Total				\$ 37,182	

Ashland Public Safety Building PR - 18 - Solar Array Project Draft Schedule



Project: Draft Schedule
Date: Wed 8/24/22

Task Split Milestone

Summary Project Summary External Tasks

External Milestone Inactive Task Inactive Milestone

Inactive Summary Manual Task Duration-only

Manual Summary Rollup Manual Summary Start-only

Finish-only Deadline Progress

Note: This schedule is based on the information provided at the time of pricing and is subject to change based on market and industry volatility as well as the availability of products and raw materials.

