



MEETING NOTES – Building Committee Provincetown High School Building Project

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Date: April 13, 2016

List of Attendees: See enclosed sign-in sheet

Abbreviations:

- ACMI:** Atlantic Construction & Management, Inc.
- TOP:** Town of Provincetown
- PS:** Provincetown School
- RDA:** Raymond Design Associates, Inc.
- BVH:** BVH Integrated Services, P.C. – Commissioning (Cx) Agent
- EAS:** E. Amanti & Sons, Inc. (HVAC/Accessibility Upgrades GC)

| ITEM | SUBJECT | ACTION BY | DATE BY |
|-------|--|-------------|---------|
| 10.02 | The project team informed SBC that they were working with EAS to solicit prices for the structural steel/misc. metal scope of work. 04-13-16: ACMI provided updates from communication with AG's office and approval to award the misc. metal/structural steel work to Amanti. ACMI will contact Richard Holland for drafting the amendment to contract. | ACMI/Record | ASAP |
| 11.01 | ACMI provided a budget update. | Record | N/A |
| 11.02 | RDA will present a color board for Dr. Singer approval. | RDA/Record | ASAP |
| 11.03 | ACMI/RDA recommended and TOP approved expediting handling of clearance tests after abatement during vacation week. | Record | N/A |
| 11.04 | Proposed trees approved were removal by the local tree warden were reviewed. | Record | N/A |
| 11.05 | ACMI stated that Amanti's schedule presented has several flaws and will request Amanti to revise and resubmit. It will also be required to include schedule gains from the proposed second shift work by Amanti to remove ceiling tiles and replace existing pipes. | Record | N/A |
| 11.06 | ACMI recommended that a subcommittee be formed for reviewing potential changes to work. SBC to vote at its next meeting. | SBC | 5-11-16 |

Next meeting: May 11, 2016 at 11:00 AM

Future meetings: 6/8/2016, 7/6/2016, 8/10/2016, 9/7/2016, 10/5/2016, 11/2/2016, 12/7/2016 (tentatively at 11:00 AM)

Major Milestones Summary (for details refer to Drawing PH 1.00):

- Sewer relocation – 03/01/2016 to 5/15/2016
 - Boiler room abatement – April vacation week
 - Boiler room – April vacation week to 11/25/2016
 - Major interior work (main building – all floors, gym, science rooms and locker rooms) – Summer vacation
 - Arts/Music room – Summer vacation through 11/25/2016
 - Gym masonry work – Summer vacation start to 7/25/2016
 - Roof work – Summer vacation start to 7/25/2016
- Project Substantial Completion – 11/25/2016

Accuracy Notice: We have sought to record accurately the minutes of this meeting. If any of the above items do not agree with your understanding, please contact the undersigned within two (2) days from the date of this document.

Prepared and Submitted by:

Suresh Bhatia, Atlantic Construction & Management, Inc.

CC: Attendees, file

Attachments: Sign-in sheet, Budget update.

PTOWN-SUMMARY 4-13-16

| | A | B | C | D | E |
|---|-----------------------------------|----------------|----------------|-------------|-------------|
| 1 | | | BID TOTALS | BID SAVINGS | APPROX. 50% |
| 2 | PFA BUDGET | \$ 5,709,882 | \$ (5,232,326) | \$ 477,556 | \$ 238,778 |
| 3 | CONSTRUCTION CONTINGENCY | \$ 342,593 | | 9% | |
| 4 | TOTAL COST | \$ 6,052,475 | | | |
| 5 | BIDS WITH MISC. METAL ADJUSTMENTS | \$ (5,232,326) | | | |
| 6 | CONTINGENCY | \$ 820,149 | | | |
| 7 | APPROX BID SAVINGS REDUCTION | \$ (238,778) | | | |
| 8 | TOTAL CONTINGENCY AVAILABLE | \$ 581,371 | | | |
| 9 | TOTAL CONTINGENCY AVAILABLE | 11% | | | |



Provincetown High School Building Project
 Meeting held on 04/11, 2016 @ 11:00 AM/PM
Sign-in Sheet

| Attendees | Company | Work | Cell | Email |
|--------------------|--|--------------------|--------------|---------------------------------|
| ✓ Dr. Beth Singer | Provincetown School | 508-487-5206 | | bsinger@provincetownschools.com |
| Betty White | | 508-487-5205 | | bwhite@provincetownschools.com |
| Robert Noll | | 508-487-5233 | | rnoll@provincetownschools.com |
| Kim Pike | | 508-487-5200 | | kpike@provincetownschools.com |
| ✓ Anthony Brackett | Building Committee Members | | | ambclarinet@gmail.com |
| Tom Coen | | | | tomcoen@verizon.net |
| Tom Donegan | | | | tdonegan@gmail.com |
| Eva Enos | | | | enoseva@gmail.com |
| Mark Hatch | | | | Mark.hatch@gmail.com |
| Anne Howard | | 508-487-7000 | | ahoward@provincetown-ma.gov |
| Eric L. Larsen | | 508-487-7060 | | elarsen@provincetown-ma.gov |
| ✓ David Panagore | | 508-487-7000 | | dpanagore@provincetown-ma.com |
| Carissa Silva | | | | carissa_silva@yahoo.com |
| | | | | |
| ✓ Suresh Bhatia | Atlantic Construction & Management, Inc. (OPM) | 978-369-6754 | 978-505-5434 | sbhatia@aconstructioninc.com |
| ✓ Ron Votta | | | 508-479-3682 | rvotta@aconstructioninc.com |
| ✓ Larry Franke | | | 978-621-1052 | lfranke@aconstructioninc.com |
| | | | | |
| Gene Raymond | Raymond Design Associates, Inc. | 781-421-3480 x 201 | 781-561-5270 | graymond@rda-design.com |
| ✓ John Bartecchi | | 781-421-3480 | 781-964-1516 | johnbartecchi@msn.com |
| Jeff Yost | | | 617-877-7725 | jyost@rda-design.com |
| Ben Miller | GGD Engineers | 508-998-5700 | 508-998-0883 | ben_miller@g-g-d.com |
| Dominick Puniello | | | | dom_puniello@g-g-d.com |
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