

SALAMONE & ASSOCIATES, P.C.
Consulting Engineers

116 North Plains Industrial Road • Wallingford • Connecticut • 06492 • Phone (203) 281-6895 • Fax (203) 287-8728

CONSTRUCTION MEETING MINUTES #3

TO: Attendees

FROM: Frank Berardi
Salamone & Associates, P.C.

RE: City of Waterbury
Silas Bronson Library Elevator Replacement
267 Grand Street
Waterbury, CT

SA #: 779 3729.01

MEETING DATE: September 11, 2023 @ 11:00 AM

PRESENT:

Raechel Guest (RG)	Library Director Email: rguest@waterburyct.org
Jim Geary	City of Waterbury – Library Board Email: jmgeary@waterburyct.org
Zach Keith (ZK)	Waterbury Development Corp. Email: Keith@wdconline.com
Tom Favazzo (TF)	Waterbury Development Corp. Email: Favazzo@wdconline.com
Chris Lavorgna (CL)	J.A. Rosa Construction Email: chris@jarosa.com
Frank Berardi (FB)	Salamone & Associates, P.C. Email: fberardi@salamoneassoc.com

OLD BUSINESS:

PC 1.01-1.04 **Closed.**

PC 1.05 CL handed out preliminary construction schedule to all parties. Tentative date to take the elevator out of service is June 28, 2023 with estimated elevator inspection taking place October 12, 2023. (3/13/23)

- CL to forward updated construction schedule. (7/17/23)
- Ongoing. CL to forward.
- **ZK requested CL forward 2 week look aheads in addition to updated schedule going forward.**

PC 1.06-1.07 **Closed.**

PC 1.08 Lee stated that he is in the building by 6:00 am. DP stated they work four (4) 10 hour days. As library is open to the public at 9:00 am, CL advised would try to complete all disruptive work between 6:00 and 9:00 am and minimize during other times. KONE work days are usually Monday through Thursday. (3/13/23)

- CL advised that JA Rosa and subs with exception of KONE are currently working 6:00 am to 2:30 pm Monday through Friday. Anticipates KONE will work four (4) 10 hour days. (7/17/23)
- CL advised that current intent is for KONE to commence installation first week of September. (8/7/2023)
- **KONE on site commencing construction and will work four (4) 10 hour days. Item. Closed.**

Mechanical • HVAC • Plumbing • Fire Protection • Electrical • Specialized Systems • Structural • Roofing

- PC 1.09 AD to provide designation of responsibly personnel list in accompaniment with a contact list.(3/13/23)
- CL advised would check with office and forward accordingly. (7/17/23)
 - CL advised was forwarded. FB to double check. (8/7/23)
 - **FB to forward to all parties.**
- PC 1.10 Change order procedures were discussed as this project does not contain a contingency in the base bid. JA Rosa and WDC to have a separate change order meeting. As it stands, change orders will need to be reviewed by Salamone & Associates and WDC, then by the City's finance dept. and then developed into an amendment to be presented to the Board of Aldermen. JR questioned if construction change directives could be utilized so as to not disrupt the construction schedule while awaiting approval for a change order per above. ZK advised that was not possible. As such, it is possible that a change order can adversely affect the construction schedule. (3/13/23)
- Open for record.
 - **Amendment was done to contract to incorporate an owner controlled contingency amount (OCCA). ZK provided CL hard copy of signed amendment for OCCA.**
- PC 1.11-1.12 **Closed.**
- PC 1.13 ZK advised that the roof is a Garland product. As such roof renovation plans will need to be submitted to the City's Garland warranty representative well in advance of any roof work taking place for their review and comment. JR stated that New England Masonry and Roofing is a Garland factory authorized representative so there should not be any issues. (3/13/23)
- ZK advised CL that once all roof work is completed, it is to be inspected and signed off on by Garland factory representative. (7/17/23)
 - Ongoing. Due to weather roof work has been delayed. CL advised should be completed this week. (8/7/2023)
 - **CL advised roofing is complete with exception of one piece of flashing which still needs to be installed. Piece has been delivered and will be installed this week. Intent is to have Garland on site next week to certify the roof.**
- PC 1.14 DP advised would not need a storage container provided there is a location where they can store a week's worth of materials on site along with a couple of gang boxes. Lee advised could clear out area across from basement lobby. DP advised could provide temp. barrier to cordon off the area. (3/13/23)
- CL believes this is still KONE's intent but would have to confirm. (7/17/23)
 - Ongoing. CL still needs to confirm with KONE.
 - **CL confirmed an area for KONE to store materials/equipment was worked out with Lee and there will be no need for additional storage space/area. Item closed.**
- PC 1.16 JA Rosa to provide standard project close-out documentation at the conclusion of the project per contract requirements. (3/13/23)
- **Open for record.**
- PC 1.17-1.18 **Closed.**
- C 1.01 RG advised that based upon the abuse she has witnessed regarding library carts hitting the elevator hoistway entry doors and frames that she believes stainless steel should have been specified in lieu of painting. RG also stated that painting would be an additional maintenance issue for the library. In addition, RG stated that the elevator is disinfected daily and that stainless steel would be easier to clean. FB made everyone aware that there would be no way to cover up scratches in the stainless steel doors or frame wrapping. The materials utilized at the recently completed elevator projects for the City at Jefferson Square and the Police Department was also discussed. FB and CL advised that where existing frames were reused, they were repainted. Only elevator hoistway entrances that required widening of the openings received new frames. It was also noted that the cab interiors specified were also the same as well with just the color of the laminate chosen being different. (7/17/23)
- Refer to C 1.02 through 1.06. (8/7/2023)

- **Requested change to stainless steel was incorporated as part of change order #2 which has been signed by FB and JA Rosa. TF to sign for WDC and forward to FB and CL. Amount change order #2 will be deducted from OCCA.**

- C 1.02 CL advised that cost from KONE to provide stainless steel hoistway doors would be \$10,650. Please note that this amount is for KONE only and does not include associated JA Rosa costs. Lead time would be 8 to 10 weeks. ZK requested CL provide official change order proposal with estimated deliver dates / effect on project schedule to provide stainless steel hoistway doors. (7/17/23)
- PCO to provide stainless steel hoistway doors was verbally approved so that material could be ordered as CL indicated lead time, once PCO approval was given, was 8 to 9 weeks. ZK advised may have comments which will be forwarded to CL so that PCO could be revised if required. (8/7/2023)
 - **PCO was revised and incorporated as part of change order #2. Item closed.**
- C 1.03 CL advised that cost from KONE to wrap existing hoistway entry framing with stainless steel would be \$5,125. Please note that this amount is for KONE only and does not include associated JA Rosa costs. Lead time would be 2 weeks. ZK requested CL provide official change order proposal with estimated deliver dates / effect on project schedule to provide stainless steel wrapping. (7/17/23)
- PCO to wrap existing hoistway frames in lieu of sanding and painting was verbally approved so that material could be ordered as CL indicated lead time, once PCO approval was given, was 8 to 9 weeks. ZK did have comments which will be forwarded to CL so that PCO could be revised. (8/7/2023)
 - **PCO was revised and incorporated as part of change order #2. Item closed.**
- C 1.04 Installation of corner guards was discussed. Based upon abuse described by RG, KR suggested stainless steel corner guards may be a better alternative to plastic. ZK requested CL provide official change order proposal with estimated deliver dates / effect on project schedule to provide stainless steel corner guards. Initial height requested was five (5) feet. However, based upon review of the library carts subsequent to meeting it was determined that four (4) feet high corner guards would suffice. (7/17/23)
- PCO to provide corner guards was discussed. FB questioned if labor hours indicated were for securing corner guards with stainless steel fasteners or adhesion. If adhesion, labor seemed to be excessive. CL advise fasteners but could provide adhesive in lieu of if desired. It was determined to stay with fasteners. As such, PCO was verbally approved. (8/7/2023)
 - **PCO was incorporated as part of change order #2. Item closed.**
- C 1.05 RG advised that she believes the proposed laminate walls for the cab interior would not hold up to the library carts and wheel chairs hitting them and that stainless steel should have been called for. CL advised that the elevator is coming with protective pads that could be put up if needed. ZK requested CL provide official change order proposal to provide stainless steel cab panel walls in lieu of the laminate with estimated deliver dates / effect on project schedule to provide. (7/17/23)
- PCO to provide stainless steel interior cab panels in lieu of laminate was verbally approved so that material could be ordered as CL indicated lead time, once PCO approval was given, was 8 to 9 weeks. ZK advised may have comments which will be forwarded to CL so that PCO could be revised if required. (8/7/2023)
 - **PCO was revised and incorporated as part of change order #2. Item closed.**
- C 1.06 ZK also requested CL provide official change order proposal to provide stainless steel bumper near the bottom of the cab floor on all sides with estimated deliver dates / effect on project schedule to provide. (7/17/23)
- PCO to provide stainless steel bumper was verbally approved so that material could be ordered as CL indicated lead time, once PCO approval was given, was 8 to 9 weeks. ZK advised may have comments which will be forwarded to CL so that PCO could be revised if required. (8/7/2023)
 - **PCO was revised and incorporated as part of change order #2. Item closed.**
- C 1.07 CL advised that demolition work is complete and hoistway expansion should be completed by end of next week (7/28/23) weather permitting. (7/17/23)
- CL advised that hoistway expansion has been completed with exception of roof work which should be completed this week. (8/7/2023)
 - **Roof complete with exception of piece of flashing and certification by Garland.**

- C 1.08 **Closed.**
- C 1.09 FB question anticipated date to commence elevator installation. CL advised 1st week of September. (7/17/23)
- CL advised would have to confer with KONE due to acceptance of PCO's. KONE may elect to delay start of construction to avoid potential of demobilizing and remobilizing due to waiting for materials associated with PCO's. (8/7/2023)
 - **KONE on site commencing construction. CL advised that KONE may leave site if materials for approved change order are not on site when that point of construction has arrived. At the moment the material in question will not impede current construction.**
- C 1.10 **Closed.**
- C 2.01 CL currently in the process of removing the scaffolding. (8/7/2023)
- **Scaffolding has been removed. Item closed.**
- C 2.02 CL advised that anticipates waterproofing the elevator pit this week and installing the new machine room door next week. (8/7/2023)
- **CL advised that pit waterproofing has been completed and machine room door has been installed with exception of hardware.**
- C 2.03 CL stated floor drain work in elevator pit has been completed. Wall patch work in pit to take place this week. (8/7/2023)
- **CL advised that floor drain work and patching have been completed. Item closed.**
- C 2.04 FB questioned status fire alarm equipment. CL believes still on schedule but will confirm. (8/7/2023)
- **CL stated all fire alarm equipment has been ordered and there should be no delays in delivery with exception of remote annunciator. Will have to check with electrical sub-contractor on status of this item.**
- C 2.05 Issue with ceiling electrical box in machine room was discussed. Due to size of conduit entering side of box there is insufficient space to install fire rated access panel. CL to provide PCO to install fire rated ceiling in that area of the room so that the access panel could be installed. (8/7/2023)
- **PCO was incorporated as part of change order #2 and CL advised that work has been completed. Item closed.**
- C 2.06 ZK requested that CL incorporate the work associated in the PCO's into the updated construction schedule. (8/7/2023)
- **CL to revise construction schedule to incorporate change order #2 work.**
- C 2.07 **Closed.**

NEW BUSINESS:

- C 3.01 CL advised of small area of machine room ceiling in far corner which is higher than the rest. KONE advised inspector may have issue with and require additional smoke detector installed. Area was reviewed subsequent to meeting by CL, ZK, TF and FB. CL advised as such a small area will patch area to meet existing ceiling height to avoid any potential issue with inspector at no additional cost to Owner.
- C 3.02 CL advised of two conduits that are exposed in corner of machine room that would need to be boxed in. FB stated that believes was these conduits where noted in performance specification to be boxed in. CL to box in conduits accordingly.
- C 3.03 Next Construction Meeting is currently scheduled for Tuesday, October 10, 2023 at 11:00 am on site in conference room.

The above represents our understanding of what transpired. All parties are requested to notify this office of any discrepancies within 72 hours of receipt of these minutes.

Thank you,



Frank Berardi

Senior Electrical Engineer

C23411.Doc: F

Cc (via email): All attendees

Joseph Salamone, Salamone & Associates. P.C.