

**SPECIAL MEETING AGENDA**  
**BIRCH GROVE BUILDING COMMITTEE**  
**APRIL 5, 2022 – 6:30 P.M.**  
**ZOOM REMOTE MEETING**

1. Call to Order
2. Seating of Alternate
3. Public Comment (on any subject regarding the Birch Grove Primary School Project; 2 minute limit)
4. Approval of Minutes
  - 4.1 March 1, 2022 Regular Meeting
5. Project Budget
6. Change Orders
7. FF&E and Technology Update
8. Project Closeout
9. Future Business
10. Adjournment

To Join Zoom Meeting, either click:

<https://us06web.zoom.us/j/84411631931?pwd=Q0FoQUt2bGYzeEZtekYwUEdlM1RhUT09>

Or call: 1-929-205-6099 and input:

Meeting ID: 844 1163 1931

Passcode: 04052022

## BIRCH GROVE BUILDING COMMITTEE

### ZOOM Remote Meeting

Regular Meeting – March 1, 2022

Members Present: Katie Murray, Chair, Town Council Liaison; Joe Matteis, Vice Chair; Jeff Palmer; Bev Bellody, Town Staff Liaison; Peter Sztaba, BOE Staff Liaison; Dana Philbin, BOE Liaison; Josh Urrutia (arrived at 6:40PM)

Members Absent: Linda Rallo, Allison Skinner, Alternate; Ryan Cooley, Chris Scheidel

Others Present: Eugene Karcha, Lead Project Manager, D'Amato Construction Co.; Fawn Pellegrini, Senior Project Manager, JCJ Architecture; Bruce Kellogg, Principal, JCJ Architecture; Lisa Hancock, Interim Town Manager

1. Call to Order  
Ms. Murray called the meeting to order at 6:38 PM.

2. Seating of Alternate - none

3. Public Comment

Ms. Murray read the following statement which was approved by the Town Council and Board of Education:

*"The old Birch Grove School was deemed unsafe for students due to a crumbling foundation and Tolland found itself having to rehouse our youngest learners and rebuild the school. The State designated the project with emergency status and the Town immediately moved forward following all required and appropriate protocols to hire the three main vendors for the project. The Building Committee was then appointed and focused on overseeing design and construction of the new school. The project was successfully completed on time despite a number of challenges including COVID. Neither the Town nor the Board of Education is aware of any person or entity in Tolland which is alleged to have committed any wrongdoing. Both the Town and Board of Education are complying with Freedom of Information Act requests for information."*

4. Approval of Minutes
  - 4.1 January 4, 2022 Regular Meeting  
Mr. Sztaba motioned to approve the minutes of the January 4<sup>th</sup> meeting.  
Ms. Philbin seconded the motion.  
Discussion: none  
A roll call vote was taken.  
In favor: Bellody, Matteis, Philbin, Sztaba, Urrutia, Murray  
Opposed: None  
Abstentions: Palmer  
Motion passed.
5. Project Budget  
Ms. Murray confirmed that the owner's contingency balance is \$123,521.65.

## 6. Change Orders

Ms. Murray noted that she sent the following change orders and a number of other potential change orders to Bob Celmer at the State Office of School Construction. She explained that he was unsure if any of the change orders would be approved for reimbursement. It is not typical for a project to have substantial change orders especially after the grand opening. Ms. Murray explained that after reviewing the change orders with Dr. Willett and Mr. Sztaba, they decided to move forward and present 4 change order items plus the change order for general conditions because they are safety-related items. The school system would not be able to address any of the items until the fiscal year starting in July and even then, some items may be out of its budget. Thus, it was decided to bring these safety-related change orders to the Committee for its consideration. Ms. Murray noted that the change orders could be approved contingent upon review by the State Office of School Construction to see if they would be reimbursable or they could be approved knowing the town could have to pay 100% of the cost.

Mr. Palmer asked if the change orders that were approved by the state are good and if there could be any going back on any of them. Ms. Murray responded that her understanding is that the change orders are fully approved upon project closeout. The state has virtually all of them. During project closeout and the audit, the state can decide that something the Committee previously thought would be reimbursable did not qualify. There are never any guarantees. Ms. Murray explained that they feel pretty confident that all of the change orders submitted to date are eligible for reimbursement. Mr. Palmer asked at what point they find out and when it goes for final approval. Ms. Murray responded that from what she has been told the project needs to be closed out and during project closeout a review is done of the change orders and another review is done during the audit. They are awaiting a few FF&E and technology items to arrive before project closeout can begin. The audit process is at the discretion of the state and dependent on its workload.

Ms. Bellody asked for clarification on if the Committee could hold the presented change orders until it knows more from the state or if the determination is not made until closeout. Ms. Murray responded that Mr. Celmer was willing to review them although he noted that there was a lot to review. Ms. Murray noted however that the number of change orders was cut from 8 or 9 to 4 plus the general conditions. They will also send a note explaining why these 4 were selected due to their safety-related components in hopes that the safety elements of the items would make them qualify for reimbursement. Mr. Karcha noted that due to the availability of materials and that almost everything is electrical, if some of the items are not released right away, they may not be able to be addressed during spring break. Ms. Bellody asked if there would be any additional change orders. Ms. Murray responded that after speaking with Mr. Sztaba and Dr. Willett she does not believe anything else is coming. Mr. Sztaba noted that he does not see any additional feature requests. There is a 1-year warranty on the building so if any design items come up over the next 5 or 6 months it could turn into a change order if it was not part of the scope. Ms. Murray explained that a formal state change order needs to be submitted and Mr. Karcha noted that there are 2 outstanding change orders which have not yet been submitted to the state. After tonight's meeting they will prepare the last bundle and send it. He identified this as State Change Order #9.

- Change Order #125
  - Intercom at Second Grade Hallway Entrance
  - Cost: \$4,963.70

- Discussion: Mr. Sztaba explained this was requested because there is not real access control from the playground door referenced at the end of the Hall A. This door goes to the playground with the swing set and the one completed during the prior year. He hears pages throughout the day where staff is on the playground asking for staff in the main office to release the door for students who need to go back inside. He believes this was a flaw in planning for the design and use of the area. Given the use of the area, the adding the intercom makes sense. Mr. Karcha noted that this door is used the most. Mr. Matteis asked why the intercom was not installed when it would have been 89% covered. The playground was in the plan and everyone knows the function and how teachers use the doors. He added that it seems to him that that are trying to find things to spend money on now. Mr. Sztaba responded that this has been in the works since before Christmas. He was willing to let it go while the school was settled and if not considered, he would address it. Mr. Sztaba added that there are a few work orders that are not being discussed this evening and provided examples. If this item has a chance of being corrected, he believes it should be considered. Mr. Matteis asked why this was not done when the school was planned or before it was built as it costs a lot more to bring everyone back. Things like this are standard – if one goes out to a playground via a locked door, they need to be able to get back in. He asked why no one thought of an intercom when it would have likely cost \$800. Mr. Matteis the items presented seem to be ones that should have been done before the school got a CO. Ms. Murray responded that these items have been identified, now that that school is fully functioning, that would allow the school to run more safely. They need to decide if these are items they want to pay for.

- Change Order #128

- Switch for Power Openers at Main Entrance
- Cost: \$6,477.26
- Discussion: Mr. Sztaba explained that Mr. Swanson operates the door using the hold open features for a 15-minute window when students arrive. The doors are heavy making it difficult for students to pull them open. Mr. Swanson currently uses a step ladder to access the controls facing the ceiling. Having controls that can be accessed in a more functional way will make this safer. Ms. Bellody asked if there are concerns that other people may use the button. Mr. Sztaba responded that he is not concerned and noted there is also a lockbox. He added that if public is in the building a custodian must be there as well and the doors are regularly checked. Further, he is not concerned about the energy perspective given the short timeframe the doors are open. It is a matter of getting students inside the school. Mr. Urrutia commented that this seems to be more of a capital improvement project and more of a want than a need. He understands the logic of doing this and noted that Mr. Sztaba explained that if the button was facing down a ladder would not be needed. Mr. Urrutia asked if the box/switch could be flipped. Mr. Karcha responded that it cannot be flipped given how the mechanism is positioned in the metal box. Mr. Urrutia asked if any of the items were not approved how it would affect the pricing on change order #133. Mr. Karcha responded that depending on the item, there may be an impact on pricing. Ms. Murray asked Ms. Hancock how items qualify for the capital budget. Ms. Hancock explained that typically in October of each year she

messages every department requesting information. The BOE does its own capital program and approves what is on the list. That list is forwarded to the town in October/November and Ms. Hancock works on the 5-year capital plan for submission to the Town Council in December for inclusion in the budget process. The typical threshold for a capital improvement project is a minimum cost of \$10K and a specific lifespan. Mr. Sztaba noted that his BOE electrical budget for 5 buildings per fiscal year is approximately \$23K. If a job such as this needs to be done within that budget it will be put in the queue given other requests. Mr. Matteis commented that if any of the items were addressed later, they would not have the overhead charge of D'Amato Construction (final change order) even if the cost of materials increases a bit and a standard process is used where someone is hired. Every change order would be less expensive because they are no longer paying \$100/hr. for labor for D'Amato Construction and someone to oversee the budget. Mr. Sztaba confirmed that this was true and added that the work would not be reimbursable. Mr. Matteis commented that each of the items, if not reimbursed, would cost less money out of the BOE budget than in the project. He does not believe it makes sense if these items are not reimbursable to spend more money only because it went through referendum. Mr. Sztaba noted that it would cost less but his budget has already been turned in for the next fiscal year, so he is looking at July 2023 to fund these items. Ms. Murray asked if there are safety concerns about someone getting on a stepstool multiple times a day. Mr. Sztaba responded that he does not provide stools or ladders to teachers and counts on the custodians for anything more than a couple of feet off the ground. Ms. Bellody asked about the distance. Mr. Sztaba responded that Mr. Swanson uses at least a 2-step stepstool.

- Change Order #129
  - Fire Alarm & Strobes by Each Playground
  - Cost: \$4,083.09
  - Discussion: Mr. Sztaba explained that the NFPA fire code does not require exterior notification devices. Thus, this was not in the plans nor required by code. Given how the playground and other areas are used, the principals felt it would be best to have a notification system for those outside in the event of a fire or fire drill. This would be another layer of real time notification for those using the spaces. Fire alarm protocols typically indicate that during fire alarms people need to assemble in an area for attendance. It is not required by the fire marshal but is something the school would like.
- Change Order #132
  - Nurse Data Drops
  - Cost: \$2,351.53
  - Discussion: Mr. Sztaba explained that they would like to create a triage desk at the front with a small physical barrier and bring in another person to staff the space. The data drop would allow for an ethernet connection providing for a phone, computer, and printer if needed.



- Change Order #133

Mr. Karcha noted that while initially more change orders were going to be listed this evening, if the items presented tonight are selected the cost for the work is the same due to the duration. The work is planned to be done during spring break. While less work, they still need to carry a superintendent, project management fees, and oversee the closeout as built particularly as related to the electrical components warranties etc. If some change orders are not selected, the fee may be reduced depending on variables including if fewer days are needed.

- General Conditions Fee
- Cost: \$10,216.80
- Discussion: Mr. Palmer asked which are the lengthiest. Mr. Karcha responded that the intercom requires running wire through the entire school and the strobes require running a lot of wire as well. The switch would be the most complex due to it being custom work, but the data drop does not take much time. Ms. Bellody confirmed that a correction will be done to eliminate the 4 change orders that were not listed this evening. She asked the change orders presented this evening would be the last ones. Ms. Murray clarified that there are 5 change order requests - the 4 safety items and the general conditions fee. As far as she knows, and in speaking with Mr. Sztaba and Dr. Willett, she does not anticipate any additional change orders. Mr. Palmer commented that while he appreciates that Mr. Sztaba only has so much in his budget and that some is accounted for, \$18K of work plus \$10K for D'Amato Construction is a high price tag and asked Mr. Sztaba to prioritize the 4 items. Mr. Sztaba responded that they could likely address the data drop. Given the pulling of wire for the intercom, he would like to include this one, but he could make the switch a summer project. In terms of the strobes, he feels the price is reasonable. Mr. Palmer asked if D'Amato Construction is needed to oversee some of the items onsite which is the bulk of the \$10K. Mr. Sztaba replied, "yes and no". He explained that Mr. Karcha owns all the subs – their insurance and the warranty on the work. Mr. Palmer confirmed that the warranties pass through. Mr. Karcha noted that they cannot have people working onsite without the superintendent being present according to policy. He noted that the cost for this change order can be revisited dependent on what is selected. Mr. Sztaba commented that he expected Mr. Celmer to give Ms. Murray a different response. That he would review them and if it was not rework or something that should have been in place that the state would cover it. He added that nothing mentioned this evening can be done for 11% - even the materials. If deemed eligible and it not done, he will spend more. If deemed ineligible, they are overpaying given prevailing wage. Ms. Philbin asked about the Skyjack purchased for Birch Grove. Mr. Sztaba noted that this lift has not yet been received and is not the lift in the Board's capital budget plan. Ms. Philbin explained that the Board's capital budget plan already has items included for 5 years down the road. Her concern is how paramount some of the items are and if not approved, and they go through the capital budget process, that other items may take priority and the Board of Education budget has already been submitted. Ms. Bellody asked if the items are approved based on if they are reimbursable if this would delay the work. Ms. Murray responded that it would be dependent on Mr. Celmer's schedule. She will write up a justification for each of the safety

items and request that they be considered and have follow up conversations. Further, she spoke to Mr. Karcha about the timeframe regarding ordering materials and having the work performed during spring break. Mr. Karcha commented that if it is a short period of time, they can order the items and do the work during spring break. He can request lead times and noted that the work is priced to be performed during spring break when no one is in the school. Ms. Bellody asked Ms. Hancock if she is ok with the Committee approving these because they are safety concerns even if they are not approved by the state. Ms. Hancock responded that she is. They have the appropriation, and it is up to the Committee to make the decision. She can have the funding in place to pay for it whether or not it is covered under the grant. As long as the funds are available in the total budget it can be managed.

Mr. Urrutia commented that he does not necessarily know that they are all safety related such as the data drop. He understands the intercom but there are other mechanisms of communication such as walkie talkies. In terms of the strobes, they add a safety component, but it is not a code requirement. While other than the concern about using a stepstool, people step in many other dangerous ways throughout the day. Anything can be found that is dangerous. Other than the strobe, he feels they are reaches in terms of saying the items are for safety.

Ms. Murray asked if the Committee members want to approve some or all of the change orders contingent on them being reimbursable that she would work with the state to see if the determination can be made in a quick enough timeframe. Another option is to approve the change orders and she would still pursue reimbursement. If it does not come through, the Committee would authorize Mr. Karcha to move forward. Ms. Murray noted that another option is to reject all or some of the change orders.

Mr. Matteis asked if Ms. Murray stated that reimbursement would most likely not happen. Ms. Murray responded that Mr. Celmer indicated that review would be involved to consider each change order, but he typically does not see change orders come through after a grand opening. She noted that she has no problem continuing communication with him. After her conversation earlier this week with Dr. Willett and Mr. Sztaba, she believes there is a safety component in each of the change orders that would justify why these items are a priority and needed. Mr. Sztaba commented that since day 1 he has not voted "yes" for any item that was not reimbursable by the state. This falls under the same lines and if he had twice the budget and more staff, he would likely do these items himself, but he does not, and this is why he is presenting them. If there is a chance they would be reimbursed, he believes they should vote contingent on that but what concerns him is the fallout currently occurring with the Office of School Construction right now. Things may take longer and those who may have been receptive may feel this is not a priority. Mr. Palmer commented that if the state approved it, he would be ok with them, but it would be difficult to say yes to all of them if the state is not footing the bill. He has sympathy for the principal having to use a ladder but is unsure about the others. Mr. Matteis asked if there is a "yes" vote with a contingency that they are reimbursed, without the state being able to provide an answer in a timely manner, if Mr. Karcha will still order the materials. If so, would either Mr. Karcha or the town be stuck with them? Mr. Matteis asked about the process. He asked if it is realistic to vote on the change orders contingent on reimbursement. Ms.

Murray responded that she planned to get a sense from Mr. Karcha regarding the deadline and share it with Mr. Celmer. If she cannot get an answer in time, they would assume that the items would not be eligible, and they would not move forward. Nothing would be ordered until they know. Mr. Matteis asked Mr. Karcha if he is comfortable with this and the timeframe needed. Mr. Karcha responded his best guess is he could wait 2 weeks at the most. Ms. Murray noted that Mr. Celmer is on vacation this week. She will send an e-mail with the information and follow up with him on Tuesday or Wednesday of next week to learn if the items could be reviewed within the needed timeframe.

*Ms. Bellody motioned to approve Change Order Request Letter #125, Intercom at Second Grade Hallway Entrance, for \$4,963.70 out of the owner's contingency and contingent upon this item being determined eligible for reimbursement.*

*Mr. Sztaba seconded the motion.*

*Discussion: none*

*A roll call vote was taken:*

*In favor: Bellody, Palmer, Philbin, Sztaba, Murray*

*Opposed: Matteis, Urrutia*

*Abstentions: none*

*Motion passed.*

*Ms. Philbin motioned to approve Change Order Request Letter #128, Switch for Power Openers at Main Entrance, for \$6,477.26 out of the owner's contingency and contingent upon this item being deemed eligible for reimbursement.*

*Mr. Sztaba seconded the motion.*

*Discussion: none*

*A roll call vote was taken:*

*In favor: Bellody, Palmer, Philbin, Sztaba, Murray*

*Opposed: Matteis, Urrutia*

*Abstentions: none*

*Motion passed.*

*Ms. Bellody motioned to approve Change Order Request Letter #129, Fire Alarm & Strobes by Each Playground, for \$4,083.09 out of the owner's contingency and contingent upon this item being deemed eligible for reimbursement.*

*Ms. Philbin seconded the motion.*

*Discussion: Mr. Matteis asked if there are any strobes or horns on the exterior of the building at this time. Mr. Sztaba responded that there are some exterior PA speakers but no notification horns. The horn at the front entrance is only for the burglar system. Mr. Urrutia confirmed this is for each of the playground areas.*

*A roll call vote was taken:*

*Motion passed unanimously.*

*Ms. Bellody motioned to approve Change Order Request Letter #132, Nurse Data Drops, for \$2,351.53 out of the owner's contingency and contingent upon this item being deemed eligible for reimbursement.*

*Ms. Philbin seconded the motion.*

*Discussion: none*

*A roll call vote was taken:*



*In favor: Bellody, Philbin, Sztaba, Murray*

*Opposed: Matteis, Palmer, Urrutia*

*Abstentions: none*

*Motion passed.*

*Mr. Sztaba motioned to approve Change Order Request Letter #133, General Conditions Fee, for \$10,216.80, in relation to the change orders approved this evening (#125, 128, 129, 132), out of the owner's contingency and contingent upon this item being deemed eligible for reimbursement.*

*Ms. Philbin seconded the motion.*

*Discussion: Mr. Urrutia asked if any of the change orders are not reimbursable, and this one is approved and is reimbursable, would they need to have this reapproved for a different amount. Mr. Karcha recommended approving it as-is and if some change orders are not approved a change order for a credit will be provided. Ms. Bellody noted that under the scope of work it notes to see the attached change orders and an additional 4 are listed. She asked that it be modified to reflect only the change orders being voted upon this evening. Ms. Murray noted that she will ask Mr. Karcha to make this modification to reflect only the approved change orders (#125, 128, 129, 132). Mr. Sztaba and Ms. Philbin were in agreement with the modification to the motion to reflect this latter discussion.*

*A roll call vote was taken:*

*In favor: Bellody, Palmer, Philbin, Sztaba, Murray*

*Opposed: Matteis, Urrutia*

*Abstentions: none*

*Motion passed.*

#### 7. FF&E and Technology Update

Ms. Pellegrini noted that many of the FF&E products arrived including the 2 recovery couches and the conference room cable. She added that Red Thread would like to be onsite on Friday to complete the scope of work and the principal confirmed that Friday was fine. By the end of next week, Ms. Pellegrini expects them to be done with FF&E. In terms of Technology, the WAPs have arrived, and work has started on the A/V system in the gym and cafeteria. The extra monitors ordered for the workstations are the only outstanding items and they do not yet have a delivery date. The computers will be installed once the monitors are received. It was confirmed that all of the switches have been received.

Ms. Pellegrini noted that they will pair the 11/12-month walkthrough with looking at the grass and schedule it with Mr. Sztaba so any items needing warranty claim can be addressed. The walkthrough is planned for July and will not hold up closeout.

#### 8. Project Closeout

Ms. Murray noted that she promised Mr. Celmer an update on the outstanding items by the end of the month. She hopes they can begin the paperwork once Mr. Karcha completes any work that can be performed during spring break.

#### 9. Future Business

- The Commission does not have any additional regular meetings scheduled after this evening. Future meetings will be scheduled as Special Meetings and held on the first Tuesday of the month if needed.

10. Adjournment  
*Ms. Bellody motioned to adjourn at 8:02PM.*  
*Ms. Philbin seconded the motion,*  
*Motion passed on consensus.*

Lisa A. Pascuzzi  
Birch Grove Building Committee Clerk



## CHANGE ORDER APPROVAL LETTER – Under \$10,000.00

Project: Birch Grove Primary School N142-0083

Approval Letter # 125

Date: 2.16.22

Contractor: D'Amato Construction Co., Inc.

Subcontractor (s): Masotti Electric

Scope of work:

### INTERCOM AT SECOND GRADE HALLWAY ENTRANCE:

This is an Owner requested change order that covers labor and material to provide Viking Intercom system at second grade hallway.

**All work to be performed during Spring Break while building is unoccupied.**

#### Scope of Work

➤ **D'Amato Construction Co., Inc:**

- Oversee installation (This portion would be covered under CO#133)
- Manage close out portion (as built) (This portion would be covered under CO#133)
- Cleanup/Temp Protection

➤ **Masotti Electric:**

- Supply and install all associated wiring and boxes to connect intercom to MDF room
- Supply and install intercom above for reader (45"-48" AFF) refer to A-111 Marked Up for location
- Final connections and programming inside MDF room BY OWNER

**Work to be performed after substantial completion date, general conditions fee applies.**

Please see attached Masotti Electric - Intercom at Second Grade Hallway Entrance, A-111 Marked Up, PROPOSAL CO#125 - Intercom At Second Grade Hallway Entrance for pricing breakdown and clarification.

**All necessary backup documentation shall be submitted with this letter.**

Cost of the work: \$ 4,963.70

Additional working days: N/A

Ineligible Costs: \$ 0

Associated Dwg/RFI/ CCD/ Bulletin: See Above

**CHANGE ORDER APPROVAL LETTER – Under \$10,000.00**

Project: Birch Grove Primary School N142-0083

Approval Letter # 128

Date: 2.21.22

Contractor: D'Amato Construction Co., Inc.

Subcontractor (s): Masotti Electric, Stanley

Scope of work:

**SWITCH FOR POWER OPENERS AT MAIN ENTRANCE:**

This is an Owner requested change order that covers labor and material to provide door power assist controls on the wall instead of above the door where they are now. Existing controls would remain in place, wiring for new wall mounted controls will be installed. New wall controls would be provided for 2 sets of double doors at the front entrance to Main Street hallway. Controls to be mounted between 48"-52" AFF. **All work to be performed during Spring Break while building is unoccupied.**

**Scope of Work**

➤ **D'Amato Construction Co., Inc.:**

- Oversee installation (This portion would be covered under CO#133)
- Manage close out portion (as built) (This portion would be covered under CO#133)
- Cleanup/Temp Protection
- Paint new conduit
- Assist with front cover installation

➤ **Masotti Electric:**

- Supply and install all associated backbox, conduit and wiring
- Supply and install custom backbox cover to accommodate switches (D'Amato to support)
- Supply and install plastic lockable cover over the backbox cover to prevent kids from being able to access the new controls

➤ **Stanley:**

- Supply and install new control switches
- Terminate contact wiring to the switches
- Program the switches and power assist operators to function properly

**Work to be performed after substantial completion date, general conditions fee applies.**

Please see attached Stanley - Switch for Power Openers at Main Entrance, Masotti Electric - Switch for Power Openers at Main Entrance, Proposed Front Door Switch Location, PROPOSAL CO#128 - Switch For Power Openers At Main Entrance for pricing breakdown and clarification.



**CHANGE ORDER APPROVAL LETTER – Under \$10,000.00**

Project: Birch Grove Primary School N142-0083

Approval Letter # 129

Date: 2.21.22

Contractor: D'Amato Construction Co., Inc.

Subcontractor (s): Masotti Electric

Scope of work:

**FIRE ALARM & STROBES BY EACH PLAYGROUND:**

This is an Owner requested change order that covers labor and material to provide horn and strobe on exterior walls facing both main and pre-k playgrounds. Installation of these devices will serve as a notification to fire alarm situations in the building.

**All work to be performed during Spring Break while building is unoccupied.**

**Scope of Work**

➤ **D'Amato Construction Co., Inc:**

- Oversee installation (This portion would be covered under CO#133)
- Manage close out portion (as built) (This portion would be covered under CO#133)
- Cleanup/Temp Protection
- COORDINATE DEVICE LOCATION WITH OWNER ON SITE

➤ **Masotti Electric:**

- Supply and install strobe and horn at both locations with all associated backboxes, wiring and programming
- Core through exterior walls as needed
- Test installed devices

**Work to be performed after substantial completion date, general conditions fee applies.**

Please see attached Masotti Electric - Fire Alarm & Strobes by Each Playground, PROPOSAL CO#129 - Fire Alarm & Strobes by Each Playground for pricing breakdown and clarification.

**All necessary backup documentation shall be submitted with this letter.**

# D'AMATO

CONSTRUCTION MANAGERS | GENERAL CONTRACTORS

Cost of the work: \$ 4,083.09

Additional working days: N/A

Ineligible Costs: \$ 0

Associated Dwg/RFI/ CCD/ Bulletin: See Above

*Contractor and Subcontractors shall make no changes in the work without issuance of a written change order that is first executed by both Contractor, Architect and Owner's Representative. Owner will not pay for verbal change orders. Contractor must obtain written change orders or, at minimum, email authorization of additional fixed-price change-order work BEFORE proceeding with any additional work or any variations in specified materials. Contractor is to submit a formal AIA Document G701-2001 and must submit all change orders to OSCG within 6 months based on the initial date of change. This Change order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by a Bulletin, CCD, or RFI until the cost and time have been fully agreed upon by both the Owner, Architect, Owners Representative and Contractor.*

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<b>Contractor</b>	<b>Architect</b>	<b>Town Manager</b>
<div style="border-bottom: 1px solid black; margin-bottom: 10px; width: 80%;"></div> <p><b>Signature</b></p> <div style="border-bottom: 1px solid black; margin-top: 40px; width: 80%;"></div> <p><b>Date</b></p>	<div style="border-bottom: 1px solid black; margin-bottom: 10px; width: 80%;"></div> <p><b>Signature</b></p> <div style="border-bottom: 1px solid black; margin-top: 40px; width: 80%;"></div> <p><b>Date</b></p>	<div style="border-bottom: 1px solid black; margin-bottom: 10px; width: 80%;"></div> <p><b>Signature</b></p> <div style="border-bottom: 1px solid black; margin-top: 40px; width: 80%;"></div> <p><b>Date</b></p>



## CHANGE ORDER APPROVAL LETTER – Under \$10,000.00

Project: Birch Grove Primary School N142-0083

Approval Letter # 132

Date: 2.21.22

Contractor: D'Amato Construction Co., Inc.

Subcontractor (s): Masotti Electric

Scope of work:

### NURSES DATA DROPS:

This is an Owner requested change order that covers labor and material to provide a duplex data drop in Nurses Office on the North wall per attached Nurse Office Duplex Data Drop.

**All work to be performed during Spring Break while building is unoccupied.**

### Scope of Work

#### ➤ D'Amato Construction Co., Inc.:

- Oversee installation (This portion would be covered under CO#133)
- Manage close out portion (as built) (This portion would be covered under CO#133)
- Cleanup/Temp Protection
- COORDINATE DATA DROP LOCATION WITH OWNER ON SITE

#### ➤ Masotti Electric:

- Supply and install a duplex data drop with all associated wiring

**Work to be performed after substantial completion date, general conditions fee applies.**

Please see attached Masotti Electric - Add Data Drops in Nurses Office, Nurse Office Duplex Data Drop, PROPOSAL CO#132 - Add Data Drops in Nurses Office for pricing breakdown and clarification.

**All necessary backup documentation shall be submitted with this letter.**

Cost of the work: \$ 2,351.53

Additional working days: N/A

Ineligible Costs: \$ 0

Associated Dwg/RFI/ CCD/ Bulletin: See Above

## BIRCH GROVE BUILDING PHASE -142-0083 RN

### Payroll Summary - 20120071

Description	Account	Original Budget	Budget Changes	Adjusted Budget	YTD Total Expenditures	Encumbrances	YTD Remaining Budget
Temporary Help	711300	\$ 5,000.00	\$ -	\$ 5,000.00	\$ 4,590.00	\$ -	\$ 410.00
<b>Total Payroll</b>		<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>\$ 5,000.00</b>	<b>\$ 4,590.00</b>	<b>\$ -</b>	<b>\$ 410.00</b>

### Budget Summary - 20120072

Description	Account	Original Budget	Budget Changes	Adjusted Budget	Actual Expenditures	Encumbrances	YTD Remaining Budget
Professional Services	722200	\$ 30,000.00	\$ (30,000.00)	\$ -	\$ -	\$ -	\$ -
Architectural	722420	\$ 3,238,224.00	\$ (75,945.00)	\$ 3,162,279.00	\$ 3,122,178.39	\$ 40,100.61	\$ 0.00
Building Contract	722440	\$ 41,095,783.00	\$ (808,304.74)	\$ 40,313,346.44	\$ 40,215,196.96	\$ 98,149.48	\$ (0.00)
Misc. Reimbursables	722441	\$ -	\$ 1,607.06	\$ 1,607.06	\$ 1,607.06	\$ -	\$ -
Testing Inspection	722460	\$ 240,000.00	\$ (137,497.00)	\$ 102,503.00	\$ 101,709.64	\$ 793.36	\$ -
Moving & Storage	722470	\$ 20,000.00	\$ (20,000.00)	\$ -	\$ -	\$ -	\$ -
Bonding/Legal Costs	722480	\$ 250,000.00	\$ (150,000.00)	\$ 100,000.00	\$ 81,801.96	\$ -	\$ 18,198.04
Consultant/Clerk of the Works	722492	\$ 460,000.00	\$ -	\$ 460,000.00	\$ 460,000.00	\$ -	\$ -
Contingency	722495	\$ 448,119.00	\$ (324,597.35)	\$ 97,653.47	\$ -	\$ -	\$ 97,653.47
Insurance/Builder's Risk	722497	\$ 44,000.00	\$ (7,451.00)	\$ 36,549.00	\$ 36,549.00	\$ -	\$ -
Furniture	744200	\$ 168,874.00	\$ 1,552,188.03	\$ 1,721,062.03	\$ 1,597,969.31	\$ 108,975.44	\$ 14,117.28
<b>Total Expenses (excl payroll)</b>		<b>\$ 45,995,000.00</b>	<b>\$ 0.00</b>	<b>\$ 45,995,000.00</b>	<b>\$ 45,617,012.32</b>	<b>\$ 248,018.89</b>	<b>\$ 129,968.79</b>
<b>TOTAL EXPENSES (incl payroll)</b>		<b>\$ 46,000,000.00</b>	<b>\$ 0.00</b>	<b>\$ 46,000,000.00</b>	<b>\$ 45,621,602.32</b>	<b>\$ 248,018.89</b>	<b>\$ 130,378.79</b>



**CHANGE ORDER TRACKER**

BIRCH GROVE PRIMARY SCHOOL 142-0083-N  
3.29.22

TOLLAND/ AIA G701 C.O.#	D'AMATO C.O.A.L.#	SUBCONTRACTOR	STATE C.O.#	DESCRIPTION	DIVISION	TIME ADDED TO PROJECT (DAYS)*	CHANGE ORDER INITIATION DATE	CAP/JCJ APPROVAL		PRESENTED TO BUILDING COMMITTEE	BUILDING COMMITTEE APPROVAL		FUNDS TAKEN OUT OF			
								YES	NO		YES	NO	C.M. CONT.	\$430,000.00	OWNER CONT.	\$ MANAGED BY TOLLAND
32	N/A	D'Amato	1	UNSUITABLE SOILS S.P.#142-0085CV	2	0	N/A	✓			✓				✓	\$1,869,941.00
47/48	1	D'Amato	5	RETAINING WALL END/TOP CAP	2	0	7/15/20	✓		3/16/21	✓		✓	-\$27,582.06	✓	-\$27,582.06
1	2	D'Amato	2	ADDITIONAL BOLLARDS	2	0	7/15/20	✓		9/1/20	✓		✓	-\$2,760.00		
2	3	M.E.	2	ELEC. PHASE III BULLETINS 2,3 & PHASE II/III BULLETIN 1	26	0	8/11/20	✓		10/6/20	✓		✓	-\$51,274.93		
11	4	M.E. & M.M.	2	SEWER PUMP SYSTEM	2,22,26	0	9/2/20	✓		10/20/20	✓		✓	-\$65,612.04		
3	5	T.B.	2	DOOR VENEER & HMF (CREDIT)	8	0	9/8/20	✓		10/6/20	✓		✓	\$797.10		
4	6	M.M.	2	MECHANICAL RTU LOCKOUT	23	0	9/10/20	✓		10/6/20	✓				✓	-\$3,303.38
5	7	M.M.	2	MECHANICAL FCU Room 1e12	23	0	9/10/20	✓		10/6/20	✓		✓	-\$6,685.69		
6	8	Multiple	2	SILKTOWN, WSI & Conn Acoust (CREDIT)	6,5,9	0	8/13/20	✓		10/6/20	✓		✓	\$22,137.88		
7	9	C.S.N.E.	2	NAPKIN DISPENSERS	10	0	9/16/20	✓		10/6/20	✓		✓	-\$829.40		
28	10	STS	4	STS STRUCTURAL STEEL (CREDIT)	5	0	9/31/20	✓		1/5/21	✓		✓	\$11,429.30		
13	11	M.E.	3	DMP SYSTEM	28	0	9/29/20	✓		11/17/20	✓		✓	-\$16,243.98		
8	12	S.F.	2	EPOXY FLOORING (CREDIT)	9	0	10/1/20	✓		10/20/20	✓		✓	\$30,000.00		
9	13	M.E.	2	PDC BOX 1a28 & 1d28	26	0	10/2/20	✓		10/20/20	✓		✓	-\$2,605.46		
10	14	N.E.I.S.	2	DETAIL 7/A-422 TACKBOARD CHANGES (CREDIT)	10	0	10/14/20	✓		10/20/20	✓		✓	\$369.11		
33	15	D'Amato	4	KILN (CREDIT)	11	0	12/14/20	✓		2/2/21**	✓		✓	\$4,093.46		
12	16	S.F.	3	ADDING WALL TILE IN GANG BATHROOMS	9	0	10/26/20	✓		10/29/20	✓		✓	-\$15,400.00		
14	17	A.M.	3	AVB (CREDIT)	7	0	11/9/20	✓		11/17/20	✓		✓	\$11,000.00		
15	18	C.S.S.I.	3	GLAZING CHANGE FROM 1/4" TO 3/8"	8	0	10/30/20	✓		11/17/20	✓		✓	-\$1,936.00		
19	19	M.E.	3	ROOM 1C07 DATA & POWER	26	0	10/30/20	✓		12/15/20	✓		✓	-\$1,755.39		
16	20	M.F.P.	3	BUILDING FDC	15	0	11/5/20	✓		11/17/20	✓				✓	-\$2,915.58
20	21	C.A.	3	TEK TABS ACT (CREDIT)	9	0	11/4/20	✓		12/15/20	✓		✓	\$5,000.00		
21	22	S.F.	3	WALL TILE IN GANG BATHROOMS AT WING WALLS	8	0	10/29/20	✓		12/15/20	✓		✓	-\$19,800.00		
22	23	M.E.	3	JCJ PROPOSAL REQUEST 002 (CREDIT)	26	0	10/21/20	✓		12/15/20	✓		✓	\$11,594.44		
17	24	D'Amato	3	INSURANCE CREDIT	1	0	11/30/20	✓		12/1/20	✓		✓	\$90,000.00		
23	25	W.W.F.	3	LOADING DOCK STAIRS	5	0	11/25/20	✓		12/15/20	✓		✓	-\$1,997.44		
24	26	Multiple	3	PHASE II & III BULLETIN 2	6,8,9,26	0	11/24/20	✓		12/15/20	✓		✓	-\$13,795.08		
25	27	Multiple	3	PHASE II & III BULLETIN 3	2,9,26,22	0	11/24/20	✓		12/15/20	✓				✓	-\$16,867.98
26	28	D'Amato	3	BOLLARD AT LOADING DOCK STAIRS	2	0	12/9/20	✓		12/15/20	✓				✓	-\$1,380.00
27	29	W.S.	3	DRY ERASE PAINT TRIM	6	0	12/9/20	✓		12/15/20	✓		✓	-\$4,068.02		
29	30	S.F.	4	FLOORING EXPANSION JOINT TRANSITIONS	9	0	12/15/20	✓		1/5/21	✓		✓	-\$6,209.18		
18	31	J.B.	3	JOHN BOYLE ROLLER SHADES	12	0	12/1/20	✓		12/1/20	✓		✓	-\$44,806.00		
42	32	D'Amato	4	PATIOS	2	0	1/22/21	✓		3/2/21	✓		✓	-\$25,430.92		
30	33	M.E.	4	EVERSOURCE ADDITIONAL WORK	2,26	0	12/10/20	✓		1/5/21	✓		✓	-\$6,355.80		
34	34	Multiple	4	MODERNFOLD MOTOR ADDING	10,26	0	1/18/21	✓		2/2/21	✓		✓	-\$26,946.70		

	34	Multiple		MODERNFOLD PRESTO PACKAGE	10,26	0	1/18/21	✓		3/2/21		✓	✓	<del>-\$12,927.20</del>		
35	35	W.S.	4	LIBRARIAN CIRCULATION DESK PROPOSAL REQUEST 005	6,8	0	1/13/21	✓		2/2/21	✓				✓	-\$3,048.10
31	36	M.E.	4	FRC ADMIN/ABA POWER & DATA PROPOSAL REQUEST 006	26	0	12/15/21	✓		12/19/21	✓				✓	-\$2,764.30
36	37	M.M.	4	SINKS AREA C PROPOSAL REQUEST 007	15	0	1/15/21	✓		2/16/21	✓		✓	-\$9,144.07		
37	38	S.R.	4	BUILT-IN GUTTER SCREENS (CREDIT)	7	0	1/15/21	✓		2/2/21	✓		✓	\$1,335.20		
38	39	W.S.	4	MILLWORK PANELS RFI #128	6	0	12/11/20	✓		2/2/21	✓		✓	-\$719.83		
49	40	F.A.	5	FLAG POLE LIGHT RFI #155	2	0	2/2/21	✓		3/16/21	✓		✓	-\$251.90		
39	41	M.E.	4	EXITS SIGNS RFI #148	26	0	2/9/21	✓		2/16/21	✓		✓	-\$14,171.30		
50	42	D'Amato	5	WALK IN COOLER VENTS ENCLOSURE RFI #138	4,9	0	1/15/21	✓		3/16/21	✓		✓	-\$1,958.00		
73	43	N.C.P.	6	ADDITIONAL PAINTING	9	0	2/9/21	✓		5/11/21	✓		✓	-\$16,909.63		
40	44	M.E.	4	STAGE ELECTRICAL RFI #153	26	0	2/11/21	✓		2/16/21	✓		✓	-\$5,308.60		
41	45	W.S.	4	CABINET DOOR RESTRAINTS RFI #137	6	0	1/19/21	✓		2/16/21	✓		✓	-\$4,746.50		
81	46	D'Amato	6	TEMP PROTECTION FOR FLOORING FOR FF&E	1	0	4/9/21	✓		5/18/21	✓				✓	-\$16,094.85
43	47	D'Amato	5	KILN (ON HOLD ITEM)				✓			✓				✓	-\$9,000.00
44	48	D'Amato	5	STAGE CURTAINS (ON HOLD ITEM)				✓			✓				✓	-\$65,000.00
45	49	D'Amato	5	TREES, PLANTS, GROUND COVERS (ON HOLD ITEM)				✓			✓				✓	-\$80,000.00
46	50	M.E.	4	MOTORIZED SHADES POWER RFI #151	26	0	2/16/21	✓		3/2/21	✓		✓	-\$6,590.10		
51	51	N.E.F.S.	5	GYM COLUMN PADDING RFI #159	11	0	2/12/21	✓		3/16/21	✓		✓	-\$1,379.40		
52	52	N.C.P.	5	RESINOUS & EPOXY PAINT FLOORING	9	0	3/3/21	✓		3/16/21	✓		✓	-\$36,125.82		
53	53	W.S.	5	STAGE SLAB ELEVATIONS RFI #170	3,9	0	3/3/21	✓		4/6/21	✓		✓	-\$4,750.24		
54	54	W.S.	5	CUSTOM TRIM AROUND CUBBIES	6	0	3/9/21	✓		4/6/21	✓				✓	-\$14,934.43
55	55	W.S.	5	ADDITIONAL BLOCKING PROPOSAL REQUEST 008	6,9	0	3/11/21	✓		4/6/21	✓				✓	-\$4,452.25
56	56	M.E.	5	DOAS 3 & 4 CIRCUIT BREAKER UPSIZE RFI #173	23	0	3/10/21	✓		4/6/21	✓		✓	-\$1,978.90		
57	57	U.C.	5	METAL PANEL EXTRA MATERIAL	7	0	3/16/21	✓		4/6/21	✓		✓	-\$1,798.06		
58	58	Multiple	5	QUIET ROOMS ADDITIONAL WORK RFI #176 & RFI #178	26,8	0	3/17/21	✓		4/6/21	✓		✓	-\$2,537.70		
59	59	W.S.	5	PLYWOOD IN LIEU OF GYPSUM SHEATHING AT FRONT ENTRANCE	6,9	0	3/23/21	✓		4/6/21	✓		✓	-\$1,304.22		
60	60	M.E.	5	FRONT CANOPY LIGHT FIXTURES RFI #174	26	0	3/12/21	✓		4/6/21	✓		✓	-\$2,855.60		
61	61	Multiple	5	RTU-3 & DOAS-4 ADDITIONAL CURB SUPPORTS RFI #172	23	0	3/4/21	✓		4/6/21	✓		✓	-\$20,169.94		
62	62	M.E.	5	ELECTRICAL METER RELOCATION RFI #182	26	0	3/25/21	✓		4/20/21	✓		✓	-\$1,120.90		
63	63	M.E.	5	ADDITIONAL CONDUIT JCJ PROPOSAL REQUEST 010	26	0	4/6/21	✓		4/20/21	✓				✓	-\$3,838.99
64	64	U.C.	5	WEST CANOPY METAL PANEL ADDITIONAL WORK	32	0	4/6/21	✓		4/20/21	✓		✓	-\$3,297.78		
68	65	C.S.S.I.	5	ATHLETIC FLOORING EXPANSION JOINT COVERS RFI #183	8	0	3/26/21	✓		4/26/21	✓		✓	-\$2,996.81		
69	66	C.S.S.I.	5	BULLET RESISTANT DOORS HARDWARE RFI #187	8,26	0	4/1/21	✓		4/26/21	✓		✓	-\$54,241.68		
65/66	67	D'Amato	5	LANDSCAPING	32	0	4/15/21	✓		4/20/21	✓			-\$89,280.40	✓	-\$89,280.40
67	68	D'Amato	5	COVID-19 (CREDIT)	1	0	4/15/21	✓		4/20/21	✓		✓	\$83,000.00		
70	69	CSNE	5	GRAB BARS SPLIT FROM 36" TO 12" & 24"	10	0	4/22/21	✓		4/26/21	✓		✓	-\$2,535.20		
84	70	Multiple	6	NEW IDF CABINET	26	0*	4/29/21	✓		5/25/21	✓		✓	-\$10,832.03		
74	71	D'Amato	6	SITE PREP FOR FUTURE EQUIPMENT SHED	2	0	4/19/21	✓		5/4/21	✓				✓	-\$12,127.78
75	72	D'Amato	6	ADDITIONAL ADA WARNING STRIP RFI #197	32	0	4/21/21	✓		5/4/21	✓				✓	-\$9,178.07
71	73	NEIS	5	DRY ERASE PAINT BOARD ACCESSORIES RFI #193	10	0	4/19/21	✓		4/26/21	✓		✓	-\$752.09		
72	74	S.F.	5	GYM FLOOR PAINTING	9	0	4/9/21	✓		4/26/21	✓				✓	-\$9,740.50
76	75	J.B.	6	SECURITY SHADES JCJ PROPOSAL REQUEST 012	12	0	4/20/21	✓		5/11/21	✓				✓	-\$9,548.00
77	76	M.M.	6	BLOW DOWN VALVES	23	0	4/27/21	✓		5/4/21	✓		✓	-\$1,983.74		
78	77	S.P.	6	NIM SIGNAGE	10	0	4/5/21	✓		5/11/21	✓				✓	-\$2,970.00
79	78	D'Amato	6	SURFACE RESTORATION AT OLD PLAYGROUND	2	0	4/20/21	✓		5/4/21	✓		✓	-\$7,098.09		
	79	M.E.		ADDITIONAL WAP JCJ PROPOSAL REQUEST 011	26	0	4/29/21	✓		5/18/21		✓			✓	<del>-\$3,682.20</del>
80	80	CSSI	6	GLAZING/BRICK JOINT COVER PLATES	8	0	5/3/21	✓		5/11/21	✓		✓	-\$4,126.77		

82	81	W.W.F.	6	TUBE STEEL WELDING FRONT CANOPY RFI #195	5	0	4/21/21	✓		5/18/21	✓		✓	-\$15,959.90		
99	82	D'Amato	7	NEW SWING PLAYGROUND/SITE PREP	2	0	4/1/21	✓		7/20/21	✓				✓	-\$42,933.67
111	82a	D'Amato	8	NEW SWING PLAYGROUND/EQUIPMENT PURCHASE & INSTALLATION	11	97	8/5/21	✓		8/10/21	✓				✓	-\$52,315.49
83	83	D'Amato	6	PUBLIC SAFETY SITE ENTRANCE	2	0	5/6/21	✓		5/18/21	✓				✓	-\$17,836.78
85	84	M.M.	6	DUCT ACCESS DOORS (CREDIT)	23	0	4/23/21	✓		5/25/21	✓		✓	\$4,581.50		
86	85	M.E.	6	ADD LIGHT ROOM 1C21 ROOF ACCESS RFI #175	26	0	4/30/21	✓		5/25/21	✓				✓	-\$2,011.90
90	86	D'Amato	7	SIDEWALK CONNECTOR JCJ PROPOSAL REQUEST 013	2,3	0	6/8/21	✓		6/15/21	✓				✓	-\$11,582.95
87	87	M.M.	6	DISHWASHER & DRYER EXHAUST RFI #204	23	0	5/12/21	✓		6/1/21	✓		✓	-\$18,588.94		
88	88	M.E.	6	BOILER EMERGENCY SHUT OFF SWITCHES	26	0	5/20/21	✓		6/1/21	✓		✓	-\$2,202.98		
91	89	N.C.P.	7	P-5 PAINT STRIPING IN CAFÉ RFI #166	9	0	4/18/21	✓		6/15/21	✓		✓	-\$1,945.68		
89	90	D'Amato	7	SPECIAL TESTING LINE ITEMS TRANSFER	1	0	5/25/21	✓		6/1/21	✓		✓	\$45,000.00		
92	91	D'Amato	7	TRANSITION AT LOADING DOCK RFI #207	5	0	5/26/21	✓		6/15/21	✓		✓	-\$2,420.21		
93	92	S.P.	7	ADDITIONAL SIGNAGE TYPE 22 RFI #206	10	0	5/26/21	✓		6/15/21	✓				✓	-\$1,459.03
94	93	D'Amato	7	ADDITIONAL SITE SIGNAGE RFI #78 PHASE II	2	0	5/26/21	✓		6/15/21	✓		✓	-\$2,518.73		
95	94	D'Amato	7	SOUNDPROOF STAGE STEPS RFI#209	7	0	6/10/21	✓		6/22/21	✓		✓	-\$915.32		
100	95	CSSI	7	SLAB TO FOUNDATION TRANSITION RFI#210	8	0	6/10/21	✓		6/29/21	✓		✓	-\$3,366.59		
96	96	M.E.	7	PROJECTION SCREEN IN MUSIC ROOM RFI #211	26	0	6/10/21	✓		6/22/21	✓		✓	-\$2,169.20		
97	97	W.S.	7	TRIM OVER COLUMN CLIPS RFI #212	6	0	6/11/21	✓		6/22/21	✓		✓	-\$2,478.30		
101	98	M.M.	7	EXPANSION TANK RFI#216	23	0	6/18/21	✓		6/29/21	✓		✓	-\$6,676.56		
98	99	D'Amato	7	ADA ACCESS AT WEST SIDE RFI#215	32	0	6/18/21	✓		6/22/21	✓		✓	-\$1,523.83		
102	100	Multiple	7	ADDITIONAL PHOTOLUMINESCENT EGRESS PATH MARKINGS	10	0	6/21/21	✓		7/6/21	✓				✓	-\$8,001.92
103	101	S.R.	7	ROOFING AT METAL PANELS	7	0	6/21/21	✓		7/6/21	✓		✓	-\$4,728.25		
104	102	M.E.	7	ADDITIONAL EXIT SIGNS RFI#219	26	0	6/29/21	✓		7/20/21	✓				✓	-\$3,171.41
106	103	M.E.	8	MINI FRIDGE POWER RFI#222	26	0	7/21/21	✓		7/27/21	✓		✓	-\$590.00		
107	104	D'Amato	8	ADA ACCESS TO BITUMINOUS PLAY AREA	2,3	0	7/15/21	✓		7/27/21	✓				✓	-\$10,895.50
108	105	D'Amato	8	KITCHEN HEALTH INSPECTION	7,9,10	0	7/10/21	✓		8/3/21	✓		✓	-\$2,576.20		
105	106	S.P.	7	ADDITIONAL BUILDING SIGNAGE	10	0	6/29/21	✓		7/20/21	✓				✓	-\$307.10
109	107	NCP	8	HMF CAULKING RFI#221	7	0	7/8/21	✓		8/3/21	✓		✓	-\$4,979.15		
110	108	M.E	8	BMS & LIGHTING CONTROLS	26	0	8/5/21	✓		8/10/21	✓				✓	-\$1,812.25
112	109	NCP	8	POST MOVE IN PAINTING TOUCH UPS	9	0	8/12/21	✓		8/17/21	✓		✓	-\$5,691.40		
113	110	S.P.	8	CONSTRUCTION TEAM PLAQUE	10	+	8/6/21	✓		8/17/21	✓		✓	-\$1,756.00		
114	111	D'Amato	8	DIGITAL STORAGE JCJ PR#014	28	+	8/12/21	✓		8/24/21	✓				✓	-\$19,797.58
115	112	M.E	8	IDF RECEPTICAL/BREAKER & STAGE LIGHT (T&M)	26	0	8/23/21	✓		8/31/21	✓		✓	-\$618.92		
116	113	C.A.	8	FCU-J UNIT ACCESS PANEL	9	15	8/23/21	✓		8/31/21	✓		✓	-\$3,150.18		
117	114	D'Amato	8	SWING PLAYGROUND STORM WATER MANAGEMENT	2	20	8/23/21	✓		8/31/21	✓				✓	-\$13,117.78
121	115	D'Amato	8	RUNNING TRACK STRIPING	32	45	8/27/21	✓		9/7/21	✓				✓	-\$2,575.10
	116	E.F.		WEEDSEAL SOCCER FIELD FENCE	32	45	8/27/21	✓		9/7/21		✓			✓	-\$18,631.80
	117	D'Amato		STONE WITHIN NARROW ISLANDS	32	60	8/23/21			10/5/21		✓				-\$5,954.03
118	118	Arbon	8	MECHANICAL LOADING DOCK LEVELER	11	20	8/27/21	✓		9/7/21	✓				✓	-\$8,683.40
119	119	E.F.	8	24FT BARRIER GATE	32	20	8/27/21	✓		9/7/21	✓				✓	-\$7,625.50
120	120	D'Amato	8	ADA CATCH BASIN GRATE	2	35	8/24/21	✓		9/7/21	✓		✓	-\$1,933.80		
122	121	M.M.	8	HOT WATER STORAGE TANKS PIPING	26	45	9/13/21	✓		9/21/21	✓		✓	-\$5,255.81		
123	122	S.P.	8	ADDITIONAL VINYL SIGNAGE	10	55	9/7/21	✓		10/5/21	✓				✓	-\$2,469.13
124	123	D'Amato	9	SEEDING AROUND PLAYSCAPES	32	n/a	12/1/21	✓		1/4/22	✓				✓	-\$6,694.60
125	124	S.R.	9	GUTTER HEAT TRACE SPLIT	26	n/a	12/15/21	✓		1/4/22	✓		✓	-\$1,492.05		
126	125	MASOTTI	9	INTERCOM AT SECOND GRADE HALLWAY ENTRANCE	26	n/a	1/4/22	✓		3/1/22	✓				✓	-\$4,963.70
	126	EAGLE	9	PERMANENT SIGN POSTS FOR PARENT PICK-UP/DROP-OFF AREA	32	n/a	1/4/22	✓		3/1/22		✓			✓	-\$7,294.10

	127	CONTANTINE	9	PAINT BITUMINOUS CURB SAFETY YELLOW AT SIDEWALK TRANSITION	32	n/a	1/4/22	✓		3/1/22		✓		✓	<del>-\$2,591.24</del>
127	128	CSSI/MASOTTI	9	SWITCH FOR POWER OPENERS AT MAIN ENTRANCE	26	n/a	1/4/22	✓		3/2/22	✓			✓	<del>-\$6,477.26</del>
128	129	MASOTTI	9	FIRE ALARM & STROBES BY EACH PLAYGROUND	26	n/a	1/4/22	✓		3/3/22	✓			✓	<del>-\$4,083.09</del>
	130	MASOTTI	9	WALL PHONE IN CAFETERIA	26	n/a	1/4/22	✓		3/4/22		✓		✓	<del>-\$4,098.66</del>
	131	EAGLE	9	PRIVACY STALTS ON GENERATOR ENCLOSURE FENCE	32	n/a	1/4/22	✓		3/5/22		✓		✓	<del>-\$2,072.40</del>
129	132	MASOTTI	9	ADD DATA DROPS IN NURSES OFFICE	26	n/a	1/4/22	✓		3/6/22	✓			✓	<del>-\$2,351.53</del>
130	133	D'Amato	9	GENERAL CONDITIONS FEE	1	n/a	1/4/22	✓		3/7/22	✓			✓	<del>-\$7,992.60</del>
BALANCE: (INCLUDING ITEMS PRESENTED AT CURRENT MEETING)													\$3,740.60	MANAGED BY TOLLAND	
CREDITS:													\$275,337.99	MANAGED BY TOLLAND	
CHARGES:													-\$745,105.34	MANAGED BY TOLLAND	
* TIME ADDED TO PROJECT SHOWN STANDS IF CHANGE ORDERS ARE APPROVED AT THE SAME B.C. MEETING THEY ARE PRESENTED AT. IF APPROVAL IS NOT RECIVED ON DAY PRESENTED, ADDITIONAL TIME WILL BE ADDED TO THE SCHEDULE.															
** DATES ARE SUBJECT TO CHANGE															

LEGEND:

RED NUMBERS - FUNDS COMING OUT OF CONTINGENCY

BLACK NUMBERS - FUNDS ADDED TO CONTINGECY

GREY NUMBERS - ITEMS CURRENTLY SHELVED, TO BE REVISITED BY B.C. AT A LATER DATE

	- STATE CO#1 "UNSUITABLE SOILS" SUBMITTED
	- STATE CO#2 SUBMITTED
	- STATE CO#3 SUBMITTED
	- STATE CO#4 SUBMITTED
	- STATE CO#5 SUBMITTED
	- STATE CO#6 SUBMITTED
	- STATE CO#7 SUBMITTED
	- STATE CO#8 SUBMITTED
	- STATE CO#9
	- ITEMS PRESENTED AT CURRENT MEETING

REFER TO CHANGE ORDER APPROVAL LETTER & ALL ASSOCIATED BACKUP DOCUMENTATION FOR DETAILED DESCRIPTION OF EACH CHANGE ORDER LISTED ABOVE



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**142-0083-N Change Order Questions**

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**Katie Murray** <kstar.murray@gmail.com>

Fri, Mar 4, 2022 at 8:26 PM

To: "Celmer, Bob" &lt;Robert.Celmer@ct.gov&gt;

Cc: Beverly Bellody &lt;bbellody@tolland.org&gt;, Bruce Kellogg &lt;bkellogg@jcj.com&gt;, Fawn Pellegrini &lt;fpellegrini@jcj.com&gt;, Peter Sztaba &lt;psztaba@tolland.k12.ct.us&gt;, Walter Willet &lt;wwillett@tolland.k12.ct.us&gt;, Lisa Hancock &lt;lhancock@tolland.org&gt;, Eugene Karcha &lt;ekarcha@damatoconstruction.com&gt;, Anthony D'Amato &lt;adamato@damatoconstruction.com&gt;, Darian D'Amato &lt;ddamato@damatoconstruction.com&gt;

Bob -

Thank you for your ongoing help. I was able to circle back with the team, and we decided to only present the safety-related Change Order Requests to the Building Committee at our March 1st meeting. The Building Committee approved these change orders IF they are deemed eligible for reimbursement. If these items will not be reimbursed, we will not be authorizing the work.

Attached are the 4 safety-related change orders which the Building Committee conditionally approved. Below please find a quick summary of why each item is considered important for school operations.

Due to supply delays, D'Amato needs to know if they should proceed with these items by Wednesday, March 9. If you have a chance to make a determination on these items by that date, we would be grateful. I do recognize that this is a short timeframe, especially with you returning from vacation. If you are not able to make a determination by March 9, then we will cancel our request and notify the District that none of this work will be completed.

If you would like to speak with me more about these items, please feel free to reach out to me. My contact information is at the bottom of this email.

I really appreciate all your support throughout this project. The measure I am using to evaluate success for this project is seeing the students happily learning in the building, which is what is happening every day. The kids are so happy in the space, and I am grateful for all you have done to make that happen.

Thank you,  
Katie

**#125 - Intercom at 2nd Grade Hallway**

This Change Order includes wiring and installing an additional intercom connection to the outer doors at the end of the 2nd grade hallway. This exit/entrance is where all K-2 students access the playground. When students need to get back into the building during recess time (for reasons like using the bathroom, see the nurse, etc), a teacher has to use the walkie-talkie system to contact the front office to ask for someone to unlock the door to allow student entry. If there were an intercom there instead, the student could directly contact the office to request entry. This would keep the walkie-talkie system available for its intended use.

Students have recess time through multiple hours throughout the day, as recess is done in shifts. It is my understanding that there are numerous calls for student entry during each recess wave, which is very disruptive to any staff who are carrying a walkie-talkie.

The school is requesting this item as it becomes a safety issue if a student had an emergency and needed to enter the school. Right now they have no way to ask for entry without an adult with a walkie-talkie making that request.

**#128 - Door Power Assist Controls at Main Entrance**

Due to the weight of the main entrance doors, a power assist system is installed. However, the doors are still quite heavy and most of the students in the school struggle to open the doors without adult aid. There is an override to keep the doors open, but that button is at the top of the door assist mechanism facing the ceiling. In order to access this button, our Principal uses a small step ladder.

When the buses drop off students at the beginning of the day, there is an approximately 15-minute window of time when many students are entering the building, and without the override, students often get stuck outside, unable to open the doors and enter the building. This Change Order would allow for the door controls to be moved to the wall in a plastic lock-box, which would eliminate the need for a staff member to use a step ladder every day. This item would help avoid risk to staff, as they would no longer need to use the step ladder; it will also help the school to easily keep the front entrance doors open to allow for mass student entry.

**#129 - Fire Alarm & Strobes outside by each playground**

This Change Order is to install fire alarm notification (both sound and visual) on the exterior walls of the building near each of the 2 playground spaces. The current notification system is entirely interior to the building, and cannot be easily heard or seen from the playgrounds. The school's evacuation protocols state that people outside of the building at recess need to go to the evacuation point, but as they cannot see or hear the notification system, this has proven to be a challenge. The walkie-talkie system isn't integrated into the notification system, so staff outside are not automatically notified of a fire alarm.

**#132 - Nurse Data Drop**

Due to COVID, the Nurse wishes to triage students as they enter the space. In order to do that, a desk has been moved to the front of the space, but there are no phone or computer connections there. This Change Order would install the phone and internet connections to the new triage space.

#133 - General Conditions Fee

D'Amato's General Conditions Fee to perform the above described work.

Katie Murray  
(860) 874-8060  
[kstar.murray@gmail.com](mailto:kstar.murray@gmail.com)  
she/her/hers

On Thu, Feb 24, 2022 at 4:26 PM Celmer, Bob <[Robert.Celmer@ct.gov](mailto:Robert.Celmer@ct.gov)> wrote:


[Quoted text hidden]

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**5 attachments**

 **Change Order Request Letter 133 - General Conditions Fee.pdf**  
707K

 **Change Order Request Letter 129 - Fire Alarm & Strobes by Each Playground.pdf**  
1118K

 **Change Order Request Letter 132 - Add Data Drops in Nurses Office.pdf**  
1328K

 **Change Order Request Letter 125 - Intercom at Second Grade Hallway Entrance.pdf**  
2512K

 **Change Order Request Letter 128 - Switch for Power Openers at Main Entrance.pdf**  
3569K

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**142-0083-N Change Order Questions**

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**Celmer, Bob** <Robert.Celmer@ct.gov>

Mon, Mar 7, 2022 at 3:42 PM

To: Eugene Karcha &lt;ekarcha@damatoconstruction.com&gt;, Katie Murray &lt;kstar.murray@gmail.com&gt;

Cc: Beverly Bellody &lt;bbellody@tolland.org&gt;, Bruce Kellogg &lt;bkellogg@jcj.com&gt;, Fawn Pellegrini &lt;fpellegrini@jcj.com&gt;, Peter Sztaba &lt;psztaba@tolland.k12.ct.us&gt;, Walter Willet &lt;wwillett@tolland.k12.ct.us&gt;, Lisa Hancock &lt;lhancock@tolland.org&gt;, "Anthony D'Amato (d)" &lt;adamato@damatoconstruction.com&gt;, Darian D'Amato &lt;ddamato@damatoconstruction.com&gt;

Eugene/All:

Thank you for breaking out the 4 change orders with fees shown below from the rest of the package.

This work can be classified differently than many of the change orders that OSCGR reviews (safety/security vs errors/omissions or simply nice-to-have out of scope items).

While reserving the right of final review for ineligible items such as sales tax or excessive freight or shipping charges, the change orders presented are easily defended, and therefore would be eligible for reimbursement.

I will still be available to set up a meeting with the team later this week if you would like to discuss other change orders or close-out issues.

Regards,

Bob

**Robert Celmer AIA, LEED AP | Architect****Office of School Construction, Grants & Review****Department of Administrative Services**450 Columbus Blvd., 13<sup>th</sup> floor

Hartford, CT 06103

Office: (860) 713-6485



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**From:** Eugene Karcha <ekarcha@damatoconstruction.com>**Sent:** Friday, March 4, 2022 10:11 PM**To:** Katie Murray <kstar.murray@gmail.com>; Celmer, Bob <Robert.Celmer@ct.gov>**Cc:** Beverly Bellody <bbellody@tolland.org>; Bruce Kellogg <bkellogg@jcj.com>; Fawn Pellegrini <fpellegrini@jcj.com>;

Peter Sztaba &lt;psztaba@tolland.k12.ct.us&gt;; Walter Willet &lt;wwillett@tolland.k12.ct.us&gt;; Lisa Hancock

&lt;lhancock@tolland.org&gt;; Anthony D'Amato (d) &lt;adamato@damatoconstruction.com&gt;; Darian D'Amato

&lt;ddamato@damatoconstruction.com&gt;

**Subject:** RE: 142-0083-N Change Order Questions

[Quoted text hidden]



Katie Murray <kstar.murray@gmail.com>

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## 142-0083-N Change Order Questions

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**Katie Murray** <kstar.murray@gmail.com>

Mon, Mar 7, 2022 at 4:08 PM

To: Eugene Karcha <ekarcha@damatoconstruction.com>

Cc: Beverly Bellody <bbellody@tolland.org>, Bruce Kellogg <bkellogg@jcj.com>, Fawn Pellegrini <fpellegrini@jcj.com>, Peter Sztaba <psztaba@tolland.k12.ct.us>, Walter Willet <wwillett@tolland.k12.ct.us>, Lisa Hancock <lhancock@tolland.org>, "Anthony D'Amato (d)" <adamato@damatoconstruction.com>, Darian D'Amato <ddamato@damatoconstruction.com>

Eugene -

Per Bob's below email, these items are eligible for reimbursement, and therefore the Building Committee's votes on 3/1 to conditionally approve these change orders are valid. Please proceed with this work.

Bob does warn that ineligible items would be things like sales tax or excessive freight or shipping charges. Please make sure that no charges like those are passed to the Town and Project.

I also want to extend my gratitude to you and your team for reducing the General Conditions fees through efficiencies. Thank you very much!

-Katie

Katie Murray  
(860) 874-8060  
[kstar.murray@gmail.com](mailto:kstar.murray@gmail.com)  
she/her/hers

[Quoted text hidden]





Katie Murray <kstar.murray@gmail.com>

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## 142-0083-N Change Order Questions

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**Eugene Karcha** <ekarcha@damatoconstruction.com>

Fri, Mar 4, 2022 at 10:10 PM

To: Katie Murray <kstar.murray@gmail.com>, "Celmer, Bob" <Robert.Celmer@ct.gov>

Cc: Beverly Bellody <bbellody@tolland.org>, Bruce Kellogg <bkellogg@jcj.com>, Fawn Pellegrini <fpellegrini@jcj.com>, Peter Sztaba <psztaba@tolland.k12.ct.us>, Walter Willett <wwillett@tolland.k12.ct.us>, Lisa Hancock <lhancock@tolland.org>, "Anthony D'Amato (d)" <adamato@damatoconstruction.com>, Darian D'Amato <ddamato@damatoconstruction.com>

Bob/Katie,

Please see revised CO#133. I adjusted the language to reflect covered Change Orders only.

Also, I spoke with the subs and they agreed to provide more manpower to perform the work faster, which means D'Amato on-site time can be reduced. Doing this saved the Owner \$2,224.20 on overall cost for CO#133.

Let me know if you need anything else.

Thank you

# D'AMATO

CONSTRUCTION MANAGERS | GENERAL CONTRACTORS

**Eugene Karcha**

*Project Manager*

*Construction Management Services*

D'Amato Construction Co., Inc.

10 Main Street

Bristol, CT 06010

Main: 860.583.3489

Mobile: 413.636.7963 (*Text Friendly*)

Facsimile: 860.585.6370

"Affirmative Action/Equal Opportunity Employer"

**CHANGE ORDER APPROVAL LETTER – Under \$10,000.00**

Project: Birch Grove Primary School N142-0083

Approval Letter # 133

Date: 3/4/22

Contractor: D'Amato Construction Co., Inc.

Subcontractor (s): \_\_\_\_\_

Scope of work:

**GENERAL CONDITIONS FEE:**

This is an Owner requested change order that covers labor and material to provide on-site superintendent supervision and management to perform change orders #125, 128, 129, 132.

**All work to be performed during Spring Break while building is unoccupied.**

**Scope of Work**

➤ **D'Amato Construction Co., Inc:**

- Provide superintendent for duration of the period to perform work associated with change orders #125, 128, 129, 132.
- Manage construction documents
- Oversee close out portion (as built) as needed

**Work to be performed after substantial completion date, general conditions fee applies.**

Please see attached change orders #125, 128, 129, 132, PROPOSAL CO#133 - General Conditions Fee for pricing breakdown and clarification.

**All necessary backup documentation shall be submitted with this letter.**

Cost of the work: \$ 7,992.60

Additional working days: N/A

Ineligible Costs: \$ 0

Associated Dwg/RFI/ CCD/ Bulletin: See Above

*Contractor and Subcontractors shall make no changes in the work without issuance of a written change order that is first executed by both Contractor, Architect and Owner's Representative. Owner will not pay for verbal change orders. Contractor must obtain written change orders or, at minimum, email authorization of additional fixed-price change-order work BEFORE proceeding with any additional work or any variations in specified materials. Contractor is to submit a formal AIA Document G701-2001 and must submit all change orders to OSCG within 6 months based on the initial date of change. This Change order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by a Bulletin, CCD, or RFI until the cost and time have been fully agreed upon by both the Owner, Architect, Owners Representative and Contractor.*

<b>Contractor</b>	<b>Architect</b>	<b>Town Manager</b>
<hr/> <b>Signature</b>	<hr/> <b>Signature</b>	<hr/> <b>Signature</b>
<hr/> <b>Date</b>	<hr/> <b>Date</b>	<hr/> <b>Date</b>

# Proposal

**D'AMATO CONSTRUCTION CO., INC.**  
**10 MAIN STREET**  
**BRISTOL, CONNECTICUT 06010**  
**PHONE (860) 583-3489 • FAX (860) 585-6370 • www.damatoconstruction.com**

<b>PROPOSAL SUBMITTED TO</b> Town of Tolland, CT	<b>PHONE</b> 860-871-3696	<b>DATE</b> 3.4.21
<b>STREET</b> 21 Tolland Green	<b>JOB NAME</b> BGPS State Project 142-0083N	
<b>CITY, STATE AND ZIP CODE</b> Tolland, CT 06084	<b>JOB LOCATION</b> BGPS 247 Rhodes Road, Tolland, CT 06084	
<b>CONTACT</b> Lisa Hancock – Town Manager		<b>JOB DATE</b>

~~We~~ **Propose** hereby to furnish material and labor – complete in accordance with specifications below, for the sum of:

**\$7,992.60**

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

Authorized  
Signature \_\_\_\_\_

Note: This Proposal may be withdrawn by us if not accepted within 30 days.

**We hereby submit specifications and estimates for:**

## CHANGE ORDER #133 – GENERAL CONDITIONS FEE

This is an Owner requested change order that covers labor and material to provide on site superintendent supervision and management to perform change orders #125, 128, 129, 132.

All work to be performed during Spring Break while building is unoccupied.

### Scope of Work

- D'Amato Construction Co., Inc:
  - Provide superintendent for duration of the period to perform work associated with change orders #125, 128, 129, 132.
  - Manage construction documents
  - Oversee close out portion (as built) as needed

### Associated Labor

- D'Amato Construction Co., Inc:
  - Project Management: @ \$137.00/Hr for 18 Hrs = \$2,466.00
  - Project Superintendent: @ 120.00/Hr for 40 Hrs = \$4,800.00

(Due to work taking place after substantial completion.)

OVERALL SUBTOTAL: \$7,266.00

OH&P @10%: \$726.60

**PROPOSAL TOTAL: \$7,992.60**

Refer to change orders #125, 128, 129, 132 for more information and detailed description of the work to be performed.

**EXCLUSIONS:**

- *Off Hours Work*
- *Taxes*
- *Any other items not outlined above*

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. D'Amato Construction is hereby authorized to do the work as specified. Payment will be made as outlined above.

**\*\* This proposal subject to a 1.5% late charge per month added to balances remaining unpaid 30 days after billing, plus, reasonable attorney's fees in any legal action to collect said account.**

**Date of Acceptance:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

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**Birch Grove Building Committee Meeting 4/5/2022**

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**Pellegrini.Fawn** <fpellegrini@jcj.com>

Wed, Mar 30, 2022 at 12:51 PM

To: Katie Murray <kstar.murray@gmail.com>, Eugene Karcha <ekarcha@damatoconstruction.com>, "Kellogg.Bruce" <bkellogg@jcj.com>, Beverly Bellody <bbellody@tolland.org>, Peter Sztaba <psztaba@tolland.k12.ct.us>, Anthony D'Amato <adamato@damatoconstruction.com>, Darian D'Amato <ddamato@damatoconstruction.com>, Lisa Hancock <lhancock@tolland.org>, Walter Willett <wwillett@tolland.k12.ct.us>

Hi Katie,

I don't have anything new to report.

- FFE install is complete and final invoicing is with Tolland.
- Technology
  - The new WAPs install is being scheduled for this week or next week pending coordination of schedule between Mercury and the BGPS.
  - The completion of the Gym/Café AV is this week or next week pending coordination of schedule between RedThread and the BGPS.
  - We're still waiting on the (2) monitors to arrive (the vendor has the two CPUs) so the two additional computers can be installed.

Vendor have been told that completed work and invoicing needs to occur in April.

Thanks

**Fawn Walton Pellegrini, RA, LEED AP**

Senior Associate / Senior Project Manager / Studio Leader



120 Huyshope Avenue, Suite 400, Hartford, CT 06106

[D] 860.240.9310 / [F] 860.524.8067

[www.JCJ.com](http://www.JCJ.com)

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**From:** Katie Murray <kstar.murray@gmail.com>**Sent:** Monday, March 28, 2022 3:29 PM

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