

**Belmont Public Library Building Committee Meeting**

Meeting Minutes Thursday 6/25/24 at 5:00 PM  
Zoom Meeting

**Building Committee Members**

**Attending:**

- Clair Colburn
- Kathy Keohane
- Sally Martin
- Christina Marsh
- Marty Bitner
- Stephen Sala
- Bob McLaughlin
- Steve Engler
- Marcie Schorr Hirsch

**Others:**

- Lauren Pfindner (Assistant Library Director)
- Peter Struzziero (Library Director)

**CHA – Owner’s Project Manager**

- Dave Hurley – CHA
- Tom Gatzunis - CHA
- Jake Zelikman - CHA

**Oudens-Ello -- Design Team**

- Noel Murphy – Oudens-Ello (O-E)

**Others:**

- (Public) Anne Marie Mahoney

1. **Welcome The Public** – Clair Colburn welcomed the public and called the meeting to order.
2. **Geotechnical Engineering Additional Service** – An overview of McPhail and Yankee Engineering roles in the project were discussed prior to discussing the additional service from McPhail. McPhail is the Geotechnical Engineer of record. Yankee Engineering has been brought on for on-site geotechnical testing and observation.

McPhail completed soil borings during the initial design phases. As a result of the soil borings McPhail concluded that rigid inclusions would be necessary for this project. Noel Murphy explained that the installation process for rigid inclusions requires close monitoring. O-E’s original contract with McPhail did not include Construction Administration services. O-E requested and received a proposal for Construction Administration (CA) services from McPhail. The Committee found this proposal to be high at \$62,000. Noel and Tom explained that during the same time that we were going out to bid for construction testing so it was decided that we would also receive pricing for geotechnical / rigid inclusion monitoring. This proposal from Yankee came in much lower than McPhail’s original proposal, so as such, the committee engaged Yankee Engineering to perform geotechnical testing and observation services.

Since McPhail is the Engineer of record, it is necessary for them to not only get Yankee up to speed on what they are looking for regarding onsite monitoring, but also for them to complete all reports, affidavit documents and any field engineering adjustments that may be necessary.

Bob McLaughlin stressed his concerns that McPhail is limiting their liability to \$1,000,000. He stated that this is not even close to value of the building if something were to happen. He asked that McPhail increase this number to more closely cover the value of the building. Noel Murphy said he would be happy to ask but is expecting push back as this is a typical amount of coverage for a consultant. Steve Engler also agreed with Noel that this is a typical amount he would use at his firm as well. Noel also put it in perspective that his firm as the architect of record, only has \$3,000,000 worth of coverage for the entire project. It was also noted that the building has builder's risk insurance and that policy provides the primary and holistic insurance coverage for the project. Post the completion of the project, the building would then be covered by the town's overall insurance plans.

Clair Colburn stated that CHA received a 3<sup>rd</sup> party opinion, stating that this additional service is necessary for the engineer of record given this type of work and their obligation to submit required documentation. This additional service of \$35,400 has been reduced from its original proposal of \$62,000. It was also noted that this additional service of \$35,400 plus the cost of geotechnical monitoring from Yankee engineering is still less than the original proposal from McPhail of \$62,000. It was also noted that with this change request of \$35,400 there is still approximately \$30,000 left in the budget under the construction testing line item.

Christiana Marsh asked if we could expect add services for Construction Administration from other consultants such as Structural. Noel Murphy responded by stating that we do not expect any additional add services from other consultants.

It was proposed that CHA should reach out to Jennifer Hewitt to confirm coverage under builder's risk insurance. (Note: After the meeting it was confirmed that the Builders Risk Policy covers the full value of the building and as such, no extension of coverage was needed nor appropriate to request from MacPhail)

Bob McLaughlin proposed a motion to approve an additional service request for McPhail's contract contingent on Clair Colburn attempt to negotiate greater insurance coverage amount with McPhail if it was determined that builder's risk did not cover. Clair noted that she could not do this as she was leaving for a vacation. The Committee elected Bob McLaughlin in communication with Tom Gatzunis and Noel Murphy to attempt to negotiate. This Motion was seconded by Steve Engler. The motion carried unanimously.

- 3. Budget Update-** Dave Hurley gave a budget update. Previously the line item "other project costs" had a value of \$170,000. Dave stated that 2 invoices have previously been deducted from this budget line item- Elevator de-commissioning, and the storm water peer review. The balance has been moved to construction testing. With this add service there is still \$30,000 left in the construction testing line item.

4. **New Business-** Kathy Keohane announced to the Committee that the Library Trustees, in partnership with the Belmont Library Foundation, applied for a Mass Cultural Council Capital grant and were awarded \$100,000 that can be used towards the construction of the building.
5. **Public Comment-** No public comment.
6. **Adjourn-** A motion to adjourn was made by Bob McLaughlin and seconded by Clair Colburn.



Oudens Ello Architecture

June 25, 2024

David Hurley  
Project Manager - Belmont Public Library  
CHA  
One Washington Mall, Suite 1500  
Boston, MA 02108

**RE: Belmont Public Library - Additional Services Proposal 08 (AS-08) - Geotechnical Construction Administration and Construction Observation Services**

Dear David,

Oudens Ello Architecture is pleased to submit our Geotechnical Construction Administration and Construction Observation additional services fee proposal for the Belmont Public Library project. Note that this proposal does not include an Oudens Ello Architecture administrative mark-up, and is essentially a "pass-through" of McPhail Associates fee proposal, attached herewith.

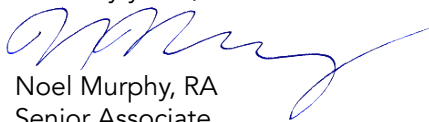
McPhail's proposal includes two key tasks:

**Task 3 - Construction Administration Services (\$7,500).** The task includes geotechnical submittal and RFI review, potential change order review, and engineering consultation and coordination during the course of earthwork, ground improvement installation and foundation preparation.

**Task 4 - Construction Observation Services (\$27,900).** The task includes on-site observation of the ground improvement installation and foundation bearing surfaces to ensure conformance with the contract documents, foundation design and approved contractor submittals.

We hope this **request for additional services in the amount of \$35,400.00** meets your needs and approval. Please do not hesitate to contact me if there are any questions or concerns.

Sincerely yours,

  
Noel Murphy, RA  
Senior Associate

AGREED AND ACCEPTED BY:

CHA / the Town of Belmont \_\_\_\_\_ Date \_\_\_\_\_

Library Building Committee \_\_\_\_\_ Date \_\_\_\_\_

Library Building Committee \_\_\_\_\_ Date \_\_\_\_\_

Library Building Committee \_\_\_\_\_ Date \_\_\_\_\_

Library Building Committee \_\_\_\_\_ Date \_\_\_\_\_

cc: Belmont Library Building Committee: Sally Martin, Clair Colburn;  
CHA: Tom Gatzunis, Jeffrey Birenbaum  
Oudens Ello Architecture: Conrad Ello, AIA, LEED AP



June 12, 2024

Oudens Ello Architecture, LLC  
46 Waltham Street, Suite 4A  
Boston, MA 02118

Attention: Noel Murphy

Reference: Belmont Public Library – 336 Concord Avenue; Belmont, MA  
Revised Proposal for Construction Phase Services

In response to your recent request, we present our revised proposal for providing construction phase geotechnical engineering services for the proposed redevelopment of the Belmont Public Library located at 336 Concord Avenue in Belmont, Massachusetts. The services proposed herein are a continuation of the services outlined in our proposals for geotechnical engineering services dated March 15, 2023, which included Task 1 and Task 2.

### **Background**

The project site fronts onto Concord Avenue to the north and is generally bounded by Cottage Street and a public swimming pool to the east, the Wellington Brook and overgrown wooded land to the south and the First Armenian Church to the west. The project site was formerly occupied by the 2-story Belmont Public Library which occupied an approximate plan area of 12,452 square feet and was surrounded by landscaped margins and bituminous paved parking areas and access roads. The former library was recently demolished and it is understood that the site has been roughly graded in preparation for the forthcoming construction. The ground surface across the project site gradually slopes upwards from south to north from approximate Elevation +18 to Elevation +23, with the grade along Concord Avenue locally sloping up to Elevation +28.

The proposed redevelopment is understood to include the construction of a new 2-story library building with an approximate plan area of 22,374 square feet. The new library building will be located on the northeast portion of the property and be surrounded by landscaped margins, bituminous paved access roads and parking areas. It is understood that the new building will not contain any occupied below-grade space and that the lowest level slab will be located at approximate Elevation +21.4 which will require that the site grade be raised by up to 5 feet. A large portion of the proposed building footprint overlaps with the former building footprint.

### **Task 3: Construction Administration Services**

We propose to provide consultation to the Owner and design/construction team during the construction phase which would include the following scope of services associated with this task:

1. Review and respond to bidder requests for information (RFIs).
2. Review the contractor's geotechnical-related submittals, including the ground improvement design submittal and fill material submittals, for conformance with the project technical specification requirements.



3. Respond to the contractor's geotechnical-related Requests for Information (RFIs) and Potential Change Orders (PCOs).
4. Provide general geotechnical-related consultation as needed during the construction phase, particularly related to coordination with the design team regarding changes to the foundation design required because of obstructions to ground improvement installation.
5. Attend kick-off meetings with the earthwork and ground improvement subcontractors, as well as attending job meetings as required to provide consultation on geotechnical-related issues and problems which may arise during the work.

Our estimated fee to complete Task 3 is **\$7,500**.

#### **Task 4: Construction Observation Services**

Based on the above-described scope of proposed construction, we propose to perform the following scope of construction observation services:

1. Provide a field representative to observe the following earthwork and foundation-related construction activities:
  - a) Installation of ground improvement elements.
  - b) Preparation of foundation bearing surfaces.
2. Prepare field reports summarizing the progress of the work and our observations of the geotechnical-related construction activities, including any deviations by the contractors from the requirements of the Contract Documents. Field reports would be submitted weekly.
3. Provide normal office oversight.

We recommend that McPhail provide full-time observation during ground improvement installation, in accordance with industry standards, our experience, and the recommendations of most ground improvement subcontractors. Full-time observation allows McPhail to provide quality assurance and to confirm that the ground improvement elements have been installed in accordance with the Contract Documents. Specifically, it is recommended that McPhail be onsite to confirm the following:

1. That ground improvement elements have been terminated within the proper bearing stratum.
2. Whether obstructions were encountered during installation.
3. The volume of concrete used to construct each element (which can help confirm the integrity of the element).
4. That concrete was placed up to the required elevation.



5. That cutoff of each element was performed to the required elevation and within the required timeframe to reduce the potential for damage to partially cured concrete during cutoff.

It is understood that for economic reasons, the project has elected to have a Testing Agency observe the ground improvement installation on a full-time basis in lieu of McPhail. However, for McPhail to remain Geotechnical Engineer of Record (GER), we recommend the following minimum on-site observation by a representative of McPhail:

1. Full-time observation during the initial three (3) days of ground improvement installation which is understood to include the installation of several rigid inclusions at slab locations across the building footprint.
2. Full-time observation during performance of the one (1) modulus test, which is anticipated to require one (1) day to complete.
3. Two (2) half-days of on-site observation during production installation activities during weeks two (2) through four (4) of the proposed installation period, resulting in a total of six (6) half day site visits.

During final preparation of footing bearing surfaces, it is recommended that McPhail observe excavated footing bearing surfaces, prior to the placement of the granular pad up to bottom of concrete, so that we can confirm that the elements are present in the correct locations and appear undamaged and are of the proper diameter. It is understood that for economic reasons, the project has elected to have a Testing Agency observe the footing bearing surface preparation in lieu of McPhail. However, for McPhail to remain Geotechnical Engineer of Record (GER), we recommend the following minimum on-site observation by a representative of McPhail:

1. Full-time observation during the initial two (2) days of footing bearing surface preparation activities.
2. Two (2) half-days of on-site observation during the remaining building-related earthwork activities during weeks two (2) through six (6) of the proposed installation period, resulting in a total of ten (10) half day site visits.

We estimate our fee for providing the field representative with the associated normal project oversight and engineering consultation to be about \$1,500 per full-time day (8 hours on-site) and \$800 per part-time day (4 hours on-site). Additionally, we recommend an allowance of \$6,100 (20 hours for our Project Manager and 10 hours for our Principal) to review Yankee's field reports and be available to respond to field issues as they develop.

Based on the above durations, we estimate our presence on-site will be required on-site for a total of six (6) full days and 16 half days for a total of \$21,800. Therefore, our total estimated fee to complete Task 4 is **\$27,900**.



**Terms and Conditions**

Our total fee for engineering services would be based on hourly billing rates for technical personnel plus any direct expenses (e.g., equipment, travel, reproduction) and subcontractors at cost plus 15 percent.

The services proposed herein will be provided in accordance with the terms and conditions presented in our proposal dated March 15, 2023, which are incorporated herein by reference.

It is understood that the presence of our field representative on the site will be solely for the purpose of observing the foundation construction operations for the above-described project. Our work does not include supervision or direction of the actual work of the contractor or their employees. The contractor should be informed that neither the presence of our field representative nor the observations and testing of our firm shall relieve them in any way from their responsibility concerning defects discovered in their work. It is also understood that McPhail will not be responsible in any way for job site safety as this will be the sole responsibility of the contractor.

Our total fee would be dependent upon the duration of our required presence on the site, which is a function of the contractor's scheduling, phasing of activities and progress. Should our presence on the site be required for a greater or lesser period, the cost of our field representative's time and our project manager's oversight would be adjusted accordingly.

**Closing**

To authorize us to proceed with the services proposed above, please sign and return a copy of this letter. Should you have any questions concerning the above, please do not hesitate to contact us.

Very truly yours,

McPHAIL ASSOCIATES, LLC

LOUDENS ELLO ARCHITECTURE, LLC

  
Anna M. Pelletier

BY \_\_\_\_\_



Jonathan W. Patch, P.E.

DATE \_\_\_\_\_





## Belmont Library - Total Project Budget Update

	Jun-24	6/25/2024	Difference	Comments	Unencumbered
<b>Administration</b>					
Owner's Project Manager	\$962,540	\$962,540	\$0		\$0
Advertising & Professional Services	\$15,000	\$15,000	\$0		\$7,315
Owner's Insurance (Builder's Risk)	\$45,137	\$45,137	\$0		\$0
<b>Administration Subtotal</b>	<b>\$1,022,677</b>	<b>\$1,022,677</b>	<b>\$0</b>		<b>\$7,315</b>
<b>Architecture and Engineering</b>					
Basic Services	\$2,980,590	\$2,980,590	\$0		\$0
Reimbursables	\$75,000	\$75,000	\$0		\$0
Additional Services (1-5)	\$58,003	\$58,003	\$0		\$0
Commissioning	\$37,284	\$37,284	\$0		\$0
Additional Services (8) Geotech CA/Observation	\$0	\$35,400	\$35,400	\$7500 for Construction Admin, \$27,900 for Construction Observation.	\$0
<b>Architectural/Engineering Subtotal</b>	<b>\$3,150,877</b>	<b>\$3,186,277</b>	<b>\$35,400</b>	Reallocated funds from Construction Testing budget line here.	<b>\$0</b>
<b>Furnishings and Equipment</b>					
Steel Shelving & Metal End Panels	\$450,000	\$450,000	\$0		\$450,000
IT	\$210,000	\$210,000	\$0		\$210,000
Other FF&E	\$1,330,000	\$1,330,000	\$0		\$1,330,000
<b>FF&amp;E Subtotal</b>	<b>\$1,990,000</b>	<b>\$1,990,000</b>	<b>\$0</b>		<b>\$1,990,000</b>
<b>Construction Costs</b>					
Building Construction	\$31,260,711	\$31,260,711	\$0		\$0
Construction Contingency	\$1,367,199	\$1,367,199	\$0		\$1,367,199
<b>Total Construction Cost</b>	<b>\$32,627,910</b>	<b>\$32,627,910</b>	<b>\$0</b>		<b>\$1,367,199</b>
<b>Miscellaneous Project Costs</b>					
Moving Expenses/Storage	\$210,000	\$210,000	\$0		\$24,432
Temporary Quarters	\$100,000	\$100,000	\$0		\$100,000
Utility Backcharges	\$150,000	\$150,000	\$0		\$150,000
Other Project Costs	\$0	\$15,015	\$15,015	Elevator Decommission and Stormwater Peer Review expenses	\$0
Construction Testing	\$166,343	\$115,928	-\$50,415	Reallocated committed expenses for above items & AS8 Geotech CA/Obser	\$30,228
Wayfinding Signage/Artwork	\$60,000	\$60,000	\$0		\$60,000
Legal	\$10,000	\$10,000	\$0		\$10,000
<b>Misc. Project Costs Subtotal</b>	<b>\$696,343</b>	<b>\$660,943</b>	<b>-\$35,400</b>		<b>\$374,660</b>
Additional Fundraising - Owner's Project Contingency	\$200,000	\$200,000	\$0		\$200,000
<b>Total Project Budget</b>	<b>\$39,687,807.00</b>	<b>\$39,687,807.00</b>	<b>\$0</b>	No increase to total project budget.	<b>\$3,939,174.00</b>