



**DOVER SCHOOL
DISTRICT**

JOINT BUILDING COMMITTEE – DOVER HIGH SCHOOL AND REGIONAL CTC MEETING NOTICE

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room
Meeting Date:	Tuesday, December 11, 2018
Meeting Time:	4:30 P.M.

1. Call to order and roll call
2. Citizen's Forum
3. Approval of Meeting Minutes from November 27
4. Approve manifests
5. Committee Financial Report
6. Review and approve change order proposals
7. Completion Plan
8. Clerk of the Works Report/Construction Update
9. Matters of Interest
10. Build next agenda and review action items
11. Adjournment



**DOVER SCHOOL
DISTRICT**

**JOINT BUILDING COMMITTEE
DOVER HIGH SCHOOL AND REGIONAL CTC
MINUTES**

Meeting Type:	Regular Meeting
Meeting Location:	Superintendent's Conference Room, McConnell Center
Meeting Date:	Tuesday, November 27, 2018
Meeting Time:	4:30 p.m.

- I. CALL TO ORDER AND ROLL CALL:** A meeting of the Dover High School and Regional Career Technical Center Joint Building Committee was called to order on Tuesday, November 27, 2018 at 4:33 p.m. in the Superintendent's Conference Room in the McConnell Center. Present were Bob Carrier, Amanda Russell, Dennis Shanahan, and Mark Geuther. Sarah Greenshields arrived at 4:35 p.m. and Matt Severson was excused. Also present were Superintendent Bill Harbron, PC Construction Representatives Garret Bertolini and Ellen Brooks, HMFH representatives Tina Stanislaski and Alan Pemstein, Fire Chief Eric Hagman, C & W Representative Mike Brooks, Business Administrator Libby Simmons, DHS Principal Peter Driscoll, CTC Director Lisa Danley.
- II. CITIZEN'S FORUM:** No one addressed the committee.
- III. APPROVE MEETING MINUTES FROM NOVEMBER 13, 2018:** Amanda Russell moved, Dennis Shanahan seconded to approve the minutes of the November 13 meeting as presented. An oral **VOTE PASSED 4/0.**
- IV. APPROVE MANIFESTS:**
- Amanda Russell moved, Dennis Shanahan seconded to pay manifest CIPM#DHSCTC197 in the amount of \$2,849.00 to Collins Sports Medicine for Seat Tilt Taping Station and other miscellaneous items. Shipping included in this manifest will cover all deliveries. A roll call **VOTE PASSED 5/0.**
- Amanda Russell moved, Dennis Shanahan seconded to pay manifest CIPM#DHSCTC199 in the amount of \$38,039.10 to HMFH Architects for professional services through October 31, 2018. A roll call **VOTE PASSED 5/0.**
- Amanda Russell moved, Sarah Greenshields seconded to pay manifest CIPM#DHSCTC200 in the amount of \$6,486.86 to RMS Electric, LLC to connect crash bar circuits to auto lift motors in the auto shop and for removal of existing explosion proof outlet and disconnection of mixing station in the old high school. Also, to run conduit/wires to new mixing room and wash bay and installation of explosion proof covers and GFI outlets. A roll call **VOTE PASSED 5/0.**
- Amanda Russell moved, Sarah Greenshields seconded to approve the Airgas, USA, LLC quote for a Downflex 200-M Weld fume Downdraft Table in the welding area of CTC. Ms. Danley summarized the purpose of the table stating that it was for ventilation and would help with visibility. A roll call **VOTE PASSED 5/0.**
- Amanda Russell moved, Sarah Greenshields seconded to approved FF&E items remaining requested by Mr. Driscoll not to exceed \$70,000 for classroom and other furniture needs. There is currently \$238,000 remaining in the FF & E budget. A roll call **VOTE PASSED 5/0.**
- V. COMMITTEE FINANCIAL REPORT:** Ms. Simmons reviewed the report noting the remaining contingency amount. There was discussion on expansion joints with a cost of approximately



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\$160,000-\$170,000, that were first discussed in 2017. This will most likely be a change order and is currently in review.

Mark Geuther moved, Sarah Greenshields seconded to place \$150,000 as a placeholder from owner's contingency to placeholder for PC pending items. An oral **VOTE PASSED 4/1 (Russell opposed).**

The committee discussed moving \$15,000 for specialized acoustical engineering to the contingency fund.

Ms. Danley will keep the JBC updated on the Round Pen.

VI. REVIEW AND APPROVE CHANGE ORDER PROPOSALS:

Change Order 190142 for a credit of \$54,868 will be discussed at a later meeting after more information is received. This is relating to fume hoods in science classes.

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190178 RFI 567-Exposed Columns and Wind Bracing in the amount of \$596.00. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190212.1-PR-031R2 Teacher Planning Revisions in the amount of \$1,850.00. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190249 RFI 735-Fume Hood Openings in the amount of \$6,252.00. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190255 Alumni Drive Utility Ledge Removal in the amount of \$1,085.00. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190258 LRC Fixture Modifications in the amount of \$700.00. A roll call **VOTE PASSED 5/0.**

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190270R2 PR-042 Intercom Call Switch in the amount of \$31,863.00. A roll call **VOTE PASSED 5/0.** This will take care of the communication issue and will eliminate the phone rental costs.

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190293 PR-046 C0-2.3 Operation in the amount of \$2,266.00. A roll call **VOTE PASSED 5/0.**

Change Order 190299 will be held for a meeting at a later date.

Amanda Russell moved, Sarah Greenshields seconded to approve change order 190326 ASBRFI-012 Drainage Revisions in the amount of \$3,541.00. A roll call **VOTE PASSED 5/0.**



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**JOINT BUILDING COMMITTEE
DOVER HIGH SCHOOL AND REGIONAL CTC
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Mr. Carrier discussed a conversation with a citizen who is a neighbor to Dover High School regarding drainage. Mr. Brooks has discussed this with the city. Mr. Carrier requested a copy of the Novis report.

- VII. COMPLETION PLAN:** Mr. Bertolini stated that are making strives and the plan was updated today and reviewed at the meeting held earlier in the day. He added that the weather has not been cooperating and has made additional progress difficult. Inspection on dust collection is occurring soon. Other inspections are in the process of being scheduled and will most likely take a few weeks according to Chief Hagman. Mr. Bertolini will provide the updated completion plan. He is hoping that servicing will be completed within the next few weeks.
- VIII. IRN CONCLUSION REPORT:** Mr. Carrier requested that the information be shared with Foster's so that a story may be written on the program. Dr. Harbron added that he would share with the person who will add to Facebook.
- IX. CLERK OF THE WORKS REPORT/CONSTRUCTION UPDATE:** Mr. Bertolini stated that they are working down the list, beginning with CTC. There is approximately 4-5 weeks of abatement remaining at the old high school with demolition occurring after that, concluding in April. There have been no surprises regarding the abatement. Lighting in the new high school will be set by Thursday.
- Ms. Stanislaski stated they are working on the ice machine area.
- Ms. Russell asked about the entrance area. Mr. Bertolini stated that it would be paved next week. Mr. Driscoll noted that it will look different after all of the work has been completed.
- Mr. Driscoll confirmed that the gym floor is ready for basketball season.
- Ms. Russell asked if the office door handle is still hot, to which it was determined that it still is with a cause unknown.
- Commissioning is ongoing.
- X. MATTERS OF INTEREST:** There will not be a meeting on December 24th. The schedule will most likely continue as planned with the meeting after the holidays to be held on January 8, 2019. If an additional December meeting is needed, it will be discussed and scheduled at the December 11 meeting.
- XI. BUILD NEXT AGENDA AND REVIEW ACTION ITEMS:** The next meeting is scheduled for Tuesday, December 11 at 4:30 pm in the Superintendent's Conference Room in the McConnell Center. Construction Update, Manifests, change orders will be on the agenda.
- XII. ADJOURNMENT:** Sarah Greenshields moved, Amanda Russell seconded to adjourn the meeting at 5:48 pm. An oral **VOTE PASSED 5/0.**

MAN. NO. CIPM#DHSCTC201
DATE: 12/11/2018

VENDOR VOUCHER MANIFEST
SCHOOL DISTRICT SAU #11

1. DATE	2. PAYEE NAME AND ADDRESS	3. FINANCE PO NO:	4. AMOUNT EXPENDED	5. AMOUNT OF CHECK	6. PROJECT NAME
1. 12/11/2018	Ockers Company P.O. Box 610 Brockton, MA 02303				DHS/CTC Fac. Improv.
PO Line 1	<u>4016.1.600.46900.4725.07108.16.000.000.700</u>	201901178		\$ 2,246.00	FY: 2016
	Certified installation & Engineering Services for HPE Server			\$ 2,246.00	Inv#123749
TOTALS				\$2,246.00	

TO THE TREASURER; PAYMENTS AUTHORIZED AND ORDERED
TO THE PERSONS LISTED ABOVE FOR THE SUMS INDICATED
IN COLUMN 5. AMOUNT OF CHECK AMOUNTING IN THE
AGGREGATE TO:

2,246.00

Superintendent of Schools or Business Administrator

Date

Robert Carrier, Deputy Mayor, JBC Chair

Date



Invoice

830 West Chestnut St, Brockton, MA 02301
Pn:508-586-4642 Fax: 508-584-9180

Date	Invoice #
10/26/2018	123749

Bill To
Dover School District SAU 11 Payable, Accounts 61 Locust Street McConnell Center, Suite 409 Dover, NH 03820 US

Ship To
Dover High School Driscoll, Peter 25 Alumni Drive Attn, Dover School District SAU 11 Dover, NH 03820 US

RECEIVED
NOV 02 2018

P.O. Number	Terms	Order Date	Account #	Ticket #	Rep	Via	S.O. No.
201901178	Net 30	8/8/2018		109971/sv	JV	None	R50805

Ordered	B / O	QTY Ship	Item Code	Description	Serial#	UNIT PRICE	EXTENDED PRICE
1	1		LABORTECH	OCKERS - CERTIFIED INSTALLATION HPE DL380 SERVER X2, CONFIGURATION AND SET UP, SE HPE ARUBA CERTIFIED ENGINEERING SERVICES		2,246.00	2,246.00

OK to Pay
CP
12/4/18

Thank you for your business.	Remit to: Ockers Company P.O. Box 610 Brockton, MA 02303	Sales Tax (0.0%)	\$0.00
Please note our payment terms are Net 30. Ockers will access a 1.5% interest charge per month on invoices which are past due the 1st of each month.		Total	\$2,246.00

MAN. NO. CIPM#DHSCTC202
DATE: 12/11/2018

VENDOR VOUCHER MANIFEST
SCHOOL DISTRICT SAU #11

1. DATE	2. PAYEE NAME AND ADDRESS	3. FINANCE PO NO:	4. AMOUNT EXPENDED	5. AMOUNT OF CHECK	6. PROJECT NAME
1. 12/11/2018	Optiv Security Inc. PO Box 28216 Network Place Chicago, IL 60673-1282				
PO Line					DHS/CTC Fac. Improv.
1	<u>4016.1.600.46900.4725.07101.16.000.000.700</u>	201808114	COMPLETE	\$ 154.40	FY: 2016
2	<u>4016.1.600.46900.4725.07108.16.000.000.700</u>			\$ 45.60	Inv#688899
	Custom consulting (9/6/18)			\$ 200.00	
TOTALS				\$200.00	

TO THE TREASURER; PAYMENTS AUTHORIZED AND ORDERED
TO THE PERSONS LISTED ABOVE FOR THE SUMS INDICATED
IN COLUMN 5. AMOUNT OF CHECK AMOUNTING IN THE
AGGREGATE TO:

200.00

Superintendent of Schools or Business Administrator

Date

Robert Carrier, Deputy Mayor, JBC Chair

Date



1144 15th Street Ste 2900
Denver, CO 80202

Ph. 303.298.0600
TIN#: 43-1806449
DUNS# 01-946-6684

Invoice

Date
Invoice #
Terms
Due Date
PO #
SO #
Sales Rep
Currency

10/04/2018
OAINV-68899
Net 30
11/03/2018
Signed SOW 1058413
SO-1058413-1
Saeger Fischer
US Dollar

Please Make Electronic Payment To:

Please make electronic payment to:
Beneficiary: Optiv Security Inc.
Bank: JPMorgan Chase

Please Send Check Payment To:

Please send check payment to:
Optiv Security Inc.
P.O. Box 28216 Network Place
Chicago, IL 60673-1282

By Wire:

ABA: 021000021
Swift: CHASUS33
Account No: 679967237

Overnight address:

J.P Morgan
Optiv Security Inc.
131 S Dearborn, 6th Floor
Chicago, IL 60603

By ACH:

ABA: 102001017
Account No: 679967237

LOCKBOX 28216

Bill To	Ship To
Dover High School 61 LOCUST ST DOVER NH 03820-3753 PO # Signed SOW 1058413	Kevin Bourre Dover High School 61 LOCUST ST McConnell Center Suite 409 Dover School Administrative Unit 11 DOVER NH 03820-3753 Project: 1589419 OP-0997927 Aruba Services The Optiv PM/Project Lead is Matthew Hall

**** PLEASE SEND REMITTANCE DETAILS TO AR@OPTIV.COM ****

Description	Charge Date	Extended Price
Aruba Services CO - ADJUSTED FOR CAP Name: Schiel, Doug Task: Project Work SKU: OPTIV-AIS-ARUBA-WIRELESS-CUSTOM Date: 09/06/2018 Hours: 1 Rate: 200.00 Amount: 200.00	09/06/2018	\$200.00

ok to P-1
CP
12/4/18

- Thank you for your business. If you have any questions regarding this invoice, please contact Optiv Accounts Receivable at ar@optiv.com, 303-298-0600.

- Optiv invoices for product sales upon receipt of an approved purchase order or signed agreement. All invoices are due on the due date of invoice. Any invoice not paid on or before the due date will be subject to a 1.5% late charge per month.

- All sales are final. Manufacturer's warranty applies. Optiv shall have no liability or responsibility for any loss or damage connected with the sale or use of the product.

-The parties hereby incorporate the requirements of 41 C.F.R. § 60-1.4(a) and 29 C.F.R. § 471, Appendix A to Subpart A, if applicable. This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a) and 41 CFR 60-741.5(a), if applicable. These regulations prohibit discrimination against qualified protected veterans and qualified individuals with disabilities, and require affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified protected veterans and qualified individuals with disabilities.

Total: \$200.00

Tax Total: \$0.00

Amount Due: \$200.00



131 Presumpscot Street
Portland, ME 04103
T: 207.874.2323
F: 207.874.2727

**15027: Dover High School and Career
Technical Center**
25 Alumni Drive
Dover, NH 03820

Owner's Change Order 0020

Title Change Order #20
Date 07-DEC-18

Architect / Engineer
Alan Pernstein
HMFH Architects, Inc.
130 Bishop Allen Drive
Cambridge, MA 02139

Owner
Robert Carrier
Dover School District
61 Locust Street 409
Dover, NH 03820-4132

Incorporated Change Proposals

Proposal	Description	Amount
190178	RFI 567 - Exposed Columns and Wind Bracing	596.00
190212.1	PR-031R2 Teacher Planning Revisions	1,850.00
190249	RFI-735 Fume Hood Openings	6,252.00
190255	Alumni Drive Utility Ledge Removal	1,085.00
190258	LRC Fixture Modifications	700.00
190270R2	PR-042 Intercom Call Switch	31,863.00
190293	PR-046 CO-2.3 Operation	2,266.00
190326	ASBRFI-012 Drainage Revisions	3,541.00
Total:		48,153.00

Notes

This change order covers the change proposals listed above. Attached to this change order are signed cover letters for each change proposal.

Contract Value Summary

Original Contract Sum	71,643,000.00
+ Net Change by Previously Authorized Requests and Changes	2,102,738.00
Contract Sum Prior to This Change Order	73,745,738.00
+ Amount of This Change Order	48,153.00
New Contract Sum Including This Change Order	73,793,891.00

Contract Schedule Summary

Original Contract Completion Date	08/21/2019
+ Net Days Change by Previously Authorized Requests and Changes	0
Contract Completion Date Prior to This Change Order	08/21/2019
+ Days Change by This Change Order	0
+ New Contract Completion Date Including This Change Order	08/21/2019

Contractor / Purchaser

Signature  Date 12/7/18
Name & Title
Garret Bertolini
Senior Project Manager

Owner

Signature _____ Date _____
Name & Title
Robert Carrier
Joint Building Committee Chair

The space below this signature block is intentionally left blank.



November 19, 2018

Garret Bertolini
PC Construction
131 Presumpscot Street
Portland, ME 04103

OFFICE. (617) 492 2200
FAX. (617) 876 9775

130 Bishop Allen Drive
Cambridge, MA 02139

hmfh.com

Re: Change Request Proposal – 190142
Fume Hood Revisions

Dear Garret:

HMFH has reviewed this Proposed Change Order and is recommending to the Owner that it and the associated credit of ~~\$\$\$~~54,868.00 be accepted. Furthermore, it is our understanding that PC Construction is not requesting any time be added to the contract for the work related to this CR.

The school determined that fume hoods were not required at all the designated rooms.

In approving this CR, the Owner is not accepting the request for reservation of rights identified in the CR.

Very Truly yours,
HMFH Architects

Alan Pemstein, AIA

encl: CRP 190142, GGD Review
cc: Libby Simmons, Dover School District
Bob Carrier, Chair JBC
Laura Wernick, HMFH

Arthur S. Duffy, AIA
Chin Lin, AIA
Colin R. Dockrill, AIA
Deborah A. Collins, AIA
Devin E. Canton, AIA
Erica Metzger
George R. Metzger, AIA
John F. Miller, FAIA
Julia Nugent, AIA
Laura A. Wernick, FAIA
Lori Cowles, AIA
Margaret M. Munroe
Mario J. Torroella, FAIA
Matthew LaRue, AIA
Melissa A. Greene, AIA
Philip S. Lewis, AIA
Robert P. Williams, AIA
Stephen Friedlaender, FAIA
Tina Stanislawski, AIA
Vassilios Valaas, AIA

GARCIA • GALUSKA • DESOUSA
Consulting Engineers Inc.

M#60287
J#831 044 00.00

DATE: April 2, 2018

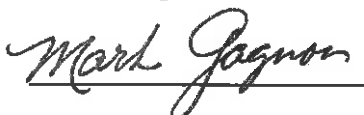
MEMO

TO: Alan Pemstein, AIA LEED AP
HMFH Architects, Inc.

FROM: Richard C. Newell, P.E.



Mark T. Gagnon



Antonio DaCunha



Dominick B. Puniello, P.E., Principal



Christopher M. Garcia, P.E.



David M. Pereira, P.E., Principal



DEPT: HVAC/Plumbing/Electrical

PROJECT: Dover High School and Technical Center
Dover, NH

SUBJECT: CR #190142 – ASI-084 Fume Hood and Gas Changes

Please be advised of the following:

We have reviewed the New England Tech Air, Inc. and Tri-State Insulation Inc. portions of Change Request Proposal No. 190142 in the amounts of a credit of (\$34,169.00), \$11,956.00 and \$670.00, respectively, for costs associated with ASI-84 fume hood and gas revisions and RFI-516 air balance questions to adjust airflow characteristics of the spaces affected by ASI-84. We find the amount to be fair and reasonable and recommend your approval.

We have reviewed the Armand E. Lemire Co. Inc. portion of Change Request Proposal No. 190142 in the credit amount of (\$2,061.00) for work associated with deleting the gas to the fume hoods in the rooms stated in ASI-084. We find the amount to be fair and reasonable and recommend your approval.

We have reviewed the Wayne J. Griffin Electric, Inc. portion of Change Request Proposal No. 190142 in the credit amount of (\$8,078.00) for work associated with revised electrical scope per ASI-084 sketches SKE-35 and SKE-36. We find the amount to be fair and reasonable and recommend your approval.

If you have any questions or concerns regarding the above, please contact our office at your earliest convenience.

RCN/MTG/DMP:sms

Enc.

Cc: Robert Williams, AIA LEED AP, HMFH Architects, Inc.
Tina Stanislaski, AIA LEED AP, HMFH Architects, Inc.
Laura Wernick, FAIA, REFP, LEED AP, HMFH Architects, Inc.

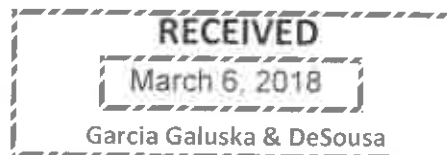


131 Presumpscot Street
Portland, ME 04103
T: 207.874.2323
F: 207.874.2727

**15027: Dover High School and Career
Technical Center**
25 Alumni Drive
Dover, NH 03820

Change Request Proposal 190142

Title **ASI-084 Fume Hood and Gas Changes**
Date Issued
Proposal Status **Unsubmitted**



Architect

Alan Pemstein
HMFH Architects, Inc.
130 Bishop Allen Drive
Cambridge, MA 02139

T: 617.844.2140
F: 617.876.9775
E: apemstein@hmfh.com

Owner

Robert Carrier
Dover School District
61 Locust Street 409
Dover, NH 03820-4132

T: 603-516-6800
F: 603-516-6809
E:

Project Cost And Schedule Impacts

This proposal will decrease the value of this contract by \$-54,868.00.

Scope Of Work

This change proposal is being issued to capture the cost impacts associated with ASI-84 Fume Hood and Gas Revisions and RFI-516 Air Balance Questions which was issued to adjust airflow characteristics of the spaces that were affected by ASI-84. The credits listed below are associated with deleted scope per ASI-84. The added costs listed are associated with additional scope per the response to RFI-516.

Cost Items

Description	Company	Amount
01. ASI-084 Fume Hood and Gas Changes	New England Tech Air, Inc.	\$-34,169.00
02. ASI-084 Fume Hood and Gas Changes	North & South Construction Services	\$-25,560.00
03. ASI-084 Fume Hood and Gas Changes	Siemens Industry, Inc.	\$-2,824.00
04. ASI-084 Fume Hood and Gas Changes	Griffin, Wayne J. Electric, Inc.	\$-8,078.00
05. ASI-084 Fume Hood and Gas Changes	School Furnishings Inc	\$-1,567.00
06. ASI-084 Fume Hood and Gas Changes	Armand E. Lemire Co., Inc.	\$-2,061.00
07. RFI-516 Air Balance Questions	Siemens Industry, Inc.	\$6,291.00
08. RFI-516 Air Balance Questions	Trane U.S., Inc.	\$1,197.00
09. RFI-516 Air Balance Questions	Tri-State Insulation Inc	\$670.00
10. RFI-516 Air Balance Questions	New England Tech Air, Inc.	\$11,956.00
L2 Markup - Insurance (0.75%)		\$-414.00
L2 Markup - P&P Bond (0.56%)		\$-309.00
Total		\$-54,868.00

Architect Recommendation

In accordance with my contract for services, I have reviewed this change proposal and agree that it appears to be fair, reasonable, necessary, and consistent with the design intent. I hereby recommend acceptance.

Signature

Date

Name & Title of Authorized Representative

Alan Pemstein

HMFH Architects, Inc.

Owner Approval

Please sign below to indicate approval of this Change Request Proposal. If accepted, this Change Request Proposal will be included in the next Contract Change Order.

Signature

Date

Name & Title of Authorized Representative

Robert Carrier
Joint Building Committee Chair
Dover School District

This change request proposal includes only the direct costs associated with this work. PC Construction Company



November 14, 2018

Garret Bertolini
PC Construction
131 Presumpscot Street
Portland, ME 04103

OFFICE: (617) 492 2200
FAX: (617) 876 9775

130 Bishop Allen Drive
Cambridge, MA 02139

hmfh.com

Re: Change Request Proposal – 190297
Relocate TVE & TVC Outlets in the School Store and auto Collision Theory Room

Dear Garret:

HMFH has reviewed this Proposed Change Order and is recommending to the Owner that it and the associated cost of \$2,323.00 be accepted. Furthermore, it is our understanding that PC Construction is not requesting any time be added to the contract for the work related to this CR.

The Technology and FF & E drawings failed to coordinate these outlets.

In approving this CR, the Owner is not accepting the request for reservation of rights identified in the CR.

Very Truly yours,
HMFH Architects

Alan Pemstein, AIA

encl: CRP 190297, GGD Review, ASI 129
cc: Mike Brooks, Clerk
Libby Simmons, Dover School District
Bob Carrier, Chair JBC
Laura Wernick, HMFH

Arthur S. Duffy, AIA
Chin Lin, AIA
Colin R. Dockrill, AIGA
Deborah A. Collins, AIA
Devin E. Canton, AIA
Erica Metzger
George R. Metzger, AIA
John F. Miller, FAIA
Julia Nugent, AIA
Laura A. Wernick, FAIA
Lori Cowles, AIA
Margaret M. Munroe
Mario J. Torroella, FAIA
Matthew LaRue, AIA
Melissa A. Greene, AIA
Philip S. Lewis, AIA
Robert P. Williams, AIA
Stephen Friedlaender, FAIA
Tina Stanislaski, AIA
Vassilios Valaas, AIA

GARCIA • GALUSKA • DESOUSA
Consulting Engineers Inc.

M#64006
J#831 044 00.00

DATE: November 13, 2018

MEMO

TO: Alan Pemstein, AIA LEED AP
HMFH Architects, Inc.

FROM: David M. Pereira, P.E., Principal



DEPT: Electrical

PROJECT: Dover High School and Technical Center
Dover, NH

SUBJECT: CR #190297 - ASI-129 Relocate TVE & TVC Outlets

Please be advised of the following:

We have reviewed the Wayne J. Griffin Electric, Inc. portion of Change Request Proposal No. 190297 in the amount of \$2,247.74 for costs associated with furnish the labor and materials to change the location of the TVE and TVC Boxes in Auto Collision 137 and Store 036A, as shown in ASI-129 per Owner's request. We find the amount to be fair and reasonable and recommend your approval.

If you have any questions or concerns regarding the above, please contact our office at your earliest convenience.

DMP: gp

Enc.

Cc: Robert Williams, AIA LEED AP, HMFH Architects, Inc
Tina Stanislaski, AIA LEED AP, HMFH Architects, Inc
Laura Wernick, FAIA, REFP, LEED AP, HMFH Architects, Inc.



131 Presumpscot Street
Portland, ME 04103
T: 207.874.2323
F: 207.874.2727

**15027: Dover High School and Career
Technical Center**
25 Alumni Drive
Dover, NH 03820

Change Request Proposal 190297

Title **ASI-129 Relocate TVE & TVC Outlets**
Date Issued **07-NOV-18**
Proposal Status **Submitted**



Architect

Alan Pemstein
HMFH Architects, Inc.
130 Bishop Allen Drive
Cambridge, MA 02139

T: 617.844.2140
F: 617.876.9775
E: apemstein@hmfh.com

Owner

Robert Carrier
Dover School District
61 Locust Street 409
Dover, NH 03820-4132

T: 603.516.6800
F: 603.516.6809
E:

Project Cost And Schedule Impacts

This proposal will increase the value of this contract by \$2,323.00.

Scope Of Work

Relocate the TVC outlet in the School Store (036A) per the attached sketch. Locate in the center of the wall height as specified.

Relocate the TVE outlet in Auto Collision (137) per the attached sketch. Center between markerboards at the height as specified.

Cost Items

Description	Company	Phase	Amount
Griffin Electric ASI-129 Relocate TVE & TVC Outlets	Griffin, Wayne J. Electric, Inc.	190297	\$ 2,248.00
L1 Markup - Overhead & Profit (2%)		900000	\$ 45.00
L2 Markup - Insurance (0.75%)		016150	\$ 17.00
L2 Markup - P&P Bond (0.56%)		016200	\$ 13.00
Total			\$2,323.00

Architect/Engineer Recommendation

I have reviewed this change proposal and agree that it appears to be fair and reasonable and recommend acceptance.

Signature

Date

Name & Title of Authorized Representative

Alan Pemstein

HMFH Architects, Inc.

Owner Approval

By signing below, the Owner authorizes this work to proceed and agrees that PC shall be compensated by the appropriate time and cost. This Change Request Proposal will be included in the next Contract Change Order.

Signature

Date

Name & Title of Authorized Representative

Robert Carrier
Joint Building Committee Chair
Dover School District

This change request proposal includes only the direct costs associated with this work. PC Construction Company reserves the right to later claim schedule adjustment and extension of time, and for all other indirect impact costs caused by or resulting from this change proposal and cumulative effects of other change orders to the work of this contract.



ARCHITECT'S SUPPLEMENTAL INSTRUCTIONS _____

ASI: 129

date: 8.30.2018

subject: TVC & TVE outlets

to: Scott Blair
PC Construction

from: HMFH

project id: 403114

project: Dover High School/ Career Technical Center
25 Alumni Drive Dover, NH

distribution:

☒ City of Dover	☒ PC Construction
☒ HMFH Architects	☒ FBRA Inc.
☐ Nobis Engineering, Inc.	☐ GGD Consulting Engineers, Inc.
☒ Mike Brooks, Clerk	☐ Halvorson Design Partnership, Inc.
☐ Horizon Engineering Associates	

reference:

attachments:

The Work shall be carried out in accordance with the following Supplemental Instructions issued in accordance with the Contract Documents without change in Contract Sum or Contract Time. Proceeding with the Work in accordance with these instructions indicates your acknowledgement that there will be no change in the Contract Sum or Contract time.

Relocate the TVC outlet in the School Store (036A) per the attached sketch. Locate in the center of the wall height as specified.

Relocate the TVE outlet in Auto Collision (137) per the attached sketch. Center between markerboards at the height as specified.

OFFICE. (617) 492 2200
FAX. (617) 878 9775

130 Bishop Allen Drive
Cambridge, MA 02139

hmfh.com



November 19, 2018

Garret Bertolini
PC Construction
131 Presumpscot Street
Portland, ME 04103

OFFICE: (617) 492 2200
FAX: (617) 876 9775

130 Bishop Allen Drive
Cambridge, MA 02139

hmfh.com

Re: Change Request Proposal – 190299
Ceiling Cord Reel Removal

Dear Garret:

HMFH has reviewed this Proposed Change Order and is recommending to the Owner that it and the associated cost of \$1,847.00 be accepted. Furthermore, it is our understanding that PC Construction is not requesting any time be added to the contract for the work related to this CR.

During design the use of these rooms changed. The electrical drawings were not coordinated with the change.

In approving this CR, the Owner is not accepting the request for reservation of rights identified in the CR.

Very Truly yours,
HMFH Architects

Alan Pemstein, AIA

encl: CRP 190299
cc: Libby Simmons, Dover School District
Bob Carrier, Chair JBC
Laura Wernick, HMFH

Arthur S. Duffy, AIA
Chin Lin, AIA
Colin R. Dockrill, AIA
Deborah A. Collins, AIA
Devin E. Canton, AIA
Erica Metzger
George R. Metzger, AIA
John F. Miller, FAIA
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Laura A. Wernick, FAIA
Lori Cowles, AIA
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Mario J. Torroella, FAIA
Matthew LaRue, AIA
Melissa A. Greene, AIA
Philip S. Lewis, AIA
Robert P. Williams, AIA
Stephen Friedlaender, FAIA
Tina Stanislawski, AIA
Vassilios Valaes, AIA



131 Presumpscot Street
Portland, ME 04103
T: 207.874.2323
F: 207.874.2727

**15027: Dover High School and Career
Technical Center**
25 Alumni Drive
Dover, NH 03820

Change Request Proposal 190299

Title **ASI-135 Remove Cord Reels**
Date Issued **19-NOV-18**
Proposal Status **Submitted**

Architect

Alan Pemstein
HMFH Architects, Inc.
130 Bishop Allen Drive
Cambridge, MA 02139

T: 617.844.2140
F: 617.876.9775
E: apemstein@hmfh.com

Owner

Robert Carrier
Dover School District
61 Locust Street 409
Dover, NH 03820-4132

T: 603.516.6800
F: 603.516.6809
E:

Project Cost And Schedule Impacts

This proposal will increase the value of this contract by \$1,847.00.

Scope Of Work

Remove cord reels in rooms 220 and 222

Cost Items

Description	Company	Phase	Amount
Griffin - ASI-135 Remove Cord Reels	Griffin, Wayne J. Electric, Inc.	190299	\$ 1,787.00
L1 Markup - Overhead & Profit (2%)		900000	\$ 36.00
L2 Markup - Insurance (0.75%)		016150	\$ 14.00
L2 Markup - P&P Bond (0.56%)		016200	\$ 10.00
Total			\$1,847.00

Architect/Engineer Recommendation

I have reviewed this change proposal and agree that it appears to be fair and reasonable and recommend acceptance.

Signature

Date

{{aS_es_signer1_signature}} {{aD_es_signer1_date}}

Name & Title of Authorized Representative

Alan Pemstein

HMFH Architects, Inc.

Owner Approval

By signing below, the Owner authorizes this work to proceed and agrees that PC shall be compensated by the appropriate time and cost. This Change Request Proposal will be included in the next Contract Change Order.

Signature

Date

{{oS_es_signer2_signature}} {{oD_es_signer2_date}}

Name & Title of Authorized Representative

Robert Carrier

Joint Building Committee Chair
Dover School District

This change request proposal includes only the direct costs associated with this work. PC Construction Company reserves the right to later claim schedule adjustment and extension of time, and for all other indirect impact costs caused by or resulting from this change proposal and cumulative effects of other change orders to the work of this contract.



December 6, 2018

OFFICE. (617) 492 2200
FAX. (617) 876 9775

Garret Bertolini
PC Construction
131 Presumpscot Street
Portland, ME 04103

130 Bishop Allen Drive
Cambridge, MA 02139

hmfh.com

Re: Change Request Proposal – 190330
Welding Lab Exhaust Fan Switch

Dear Garret:

HMFH has reviewed this Proposed Change Order and is recommending to the Owner that it and the associated cost of \$796.00 be accepted. Furthermore, it is our understanding that PC Construction is not requesting any time be added to the contract for the work related to this CR.

There was an exhaust fan designed for a piece of equipment in welding that was not being used. The fan was not coordinated with the electrical drawings and required a switch for operation.

In approving this CR, the Owner is not accepting the request for reservation of rights identified in the CR.

Very Truly yours,
HMFH Architects

Alan Pemstein, AIA

encl: CRP 190330, GGD Review, RFI 804
cc: Libby Simmons, Dover School District
Bob Carrier, Chair JBC
Laura Wernick, HMFH

Arthur S. Duffy, AIA
Chin Lin, AIA
Colin R. Dockrill, AIA
Deborah A. Collins, AIA
Devin E. Canton, AIA
Erica Metzger
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Lori Cowles, AIA
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Matthew LaRue, AIA
Melissa A. Greene, AIA
Philip S. Lewis, AIA
Robert P. Williams, AIA
Stephen Friedlaender, FAIA
Tina Stanislascki, AIA
Vassilios Valaas, AIA

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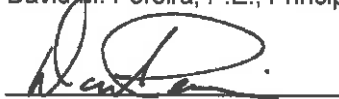
M#64271
J#831 044 00.00

DATE: December 3, 2018

MEMO

TO: Alan Pemstein, AIA LEED AP
HMFH Architects, Inc.

FROM: David M. Pereira, P.E., Principal



DEPT: Electrical

PROJECT: Dover High School and Technical Center
Dover, NH

SUBJECT: CR #190330 – RFI-84 Welding Exhaust Fan Switch

Please be advised of the following:

We have reviewed the Wayne J. Griffin Electric, Inc. portion of Change Request Proposal No.190330 in the amount of \$771.00 for costs associated with furnishing labor & material to intercept an existing circuit and provide a switch for EF-28. We find the amount to be fair and reasonable and recommend approval.

If you have any questions or concerns regarding the above, please contact our office at your earliest convenience.

DMP: lm

Enc.

Cc: Robert Williams, AIA LEED AP, HMFH Architects, Inc
Tina Stanislaski, AIA LEED AP, HMFH Architects, Inc
Laura Wernick, FAIA, REFP, LEED AP, HMFH Architects, Inc.



131 Presumpscot Street
Portland, ME 04103
T: 207.874.2323
F: 207.874.2727

**15027: Dover High School and Career
Technical Center**
25 Alumni Drive
Dover, NH 03820

Change Request Proposal 190330

Title **RFI-804 Welding Exhaust Fan Switch**
Date Issued **21-NOV-18**
Proposal Status **Submitted**



Architect	Owner
Alan Pemstein HMFH Architects, Inc. 130 Bishop Allen Drive Cambridge, MA 02139	Robert Carrier Dover School District 61 Locust Street 409 Dover, NH 03820-4132
T: 617.844.2140 F: 617.876.9775 E: apemstein@hmfh.com	T: 603.516.6800 F: 603.516.6809 E:

Project Cost And Schedule Impacts

This proposal will increase the value of this contract by \$796.00.

Scope Of Work

Provide wall switch with pilot light to operate fan. Switch to be located on interior partition wall near Classroom Door.

Cost Items

Description	Company	Phase	Amount
Griffin - RFI-804 Welding Exhaust Fan Switch	Griffin, Wayne J. Electric, Inc.	190330	\$ 771.00
L1 Markup - Overhead & Profit (2%)		900000	\$ 15.00
L2 Markup - Insurance (0.75%)		016150	\$ 6.00
L2 Markup - P&P Bond (0.56%)		016200	\$ 4.00
Total			\$796.00

Architect/Engineer Recommendation

I have reviewed this change proposal and agree that it appears to be fair and reasonable and recommend acceptance.

Signature

Date

Name & Title of Authorized Representative

Alan Pemstein

HMFH Architects, Inc.

Owner Approval

By signing below, the Owner authorizes this work to proceed and agrees that PC shall be compensated by the appropriate time and cost. This Change Request Proposal will be included in the next Contract Change Order.

Signature

Date

Name & Title of Authorized Representative

Robert Carrier
Joint Building Committee Chair
Dover School District

This change request proposal includes only the direct costs associated with this work. PC Construction Company reserves the right to later claim schedule adjustment and extension of time, and for all other indirect impact costs caused by or resulting from this change proposal and cumulative effects of other change orders to the work of this contract.



December 6, 2018

Garret Bertolini
PC Construction
131 Presumpscot Street
Portland, ME 04103

OFFICE. (617) 492 2200
FAX. (617) 876 9775

130 Bishop Allen Drive
Cambridge, MA 02139

hmfh.com

Re: Change Request Proposal – 190333
GFCI Outlets in Building Construction

Dear Garret:

HMFH has reviewed this Proposed Change Order and is recommending to the Owner that it and the associated cost of \$1,489.00 be accepted. Furthermore, it is our understanding that PC Construction is not requesting any time be added to the contract for the work related to this CR.

This was a requirement of Inspectional Services.

In approving this CR, the Owner is not accepting the request for reservation of rights identified in the CR.

Very Truly yours,
HMFH Architects

Alan Pemstein, AIA

encl: CRP 190333, GGD Review
cc: Libby Simmons, Dover School District
Bob Carrier, Chair JBC
Laura Wernick, HMFH

Arthur S. Duffy, AIA
Chin Lin, AIA
Colin R. Dockrill, AIA
Deborah A. Collins, AIA
Devin E. Canton, AIA
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Philip S. Lewis, AIA
Robert P. Williams, AIA
Stephen Friedlaender, FAIA
Tina Stanislawski, AIA
Vassilios Valaes, AIA

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M#64259
J#831 044 00.00

DATE: November 30, 2018

MEMO

TO: Alan Pemstein, AIA LEED AP
HMFH Architects, Inc.

FROM: David M. Pereira, P.E., Principal



DEPT: Electrical

PROJECT: Dover High School and Technical Center
Dover, NH

SUBJECT: CR #190333 - GFCI Breakers in Building Construction

Please be advised of the following:

We have reviewed the Wayne J. Griffin Electric, Inc. portion of Change Request Proposal No. 190333 in the amount of \$1,441.00 for costs associated with furnishing labor & material to add GFCI breakers to feed Cord Reels in building construction, per Inspectional Services request. We find the amount to be fair and reasonable and recommend approval.

If you have any questions or concerns regarding the above, please contact our office at your earliest convenience.

DMP: gp

Enc.

Cc: Robert Williams, AIA LEED AP, HMFH Architects, Inc
Tina Stanislaski, AIA LEED AP, HMFH Architects, Inc
Laura Wernick, FAIA, REFP, LEED AP, HMFH Architects, Inc.



131 Presumpscot Street
Portland, ME 04103
T: 207.874.2323
F: 207.874.2727

**15027: Dover High School and Career
Technical Center**
25 Alumni Drive
Dover, NH 03820

Change Request Proposal 190333

Title **GFCI Breakers in Building Construction**
Date Issued
Proposal Status **Submitted**



Architect	Owner
Alan Pemstein HMFH Architects, Inc. 130 Bishop Allen Drive Cambridge, MA 02139	Robert Carrier Dover School District 61 Locust Street 409 Dover, NH 03820-4132
T: 617.844.2140 F: 617.876.9775 E: apemstein@hmfh.com	T: 603.516.6800 F: 603.516.6809 E:

Project Cost And Schedule Impacts

This proposal will increase the value of this contract by \$1,489.00.

Scope Of Work

Added GFCI breakers to feed cord reel in building construction. Required by IS inspection.

Cost Items

Description	Company	Phase	Amount
GFCI Breakers in Building Construction	Griffin, Wayne J. Electric, Inc.	190333	\$ 1,441.00
L1 Markup - Overhead & Profit (2%)		900000	\$ 29.00
L2 Markup - Insurance (0.75%)		016150	\$ 11.00
L2 Markup - P&P Bond (0.56%)		016200	\$ 8.00
Total			\$1,489.00

Architect/Engineer Recommendation

I have reviewed this change proposal and agree that it appears to be fair and reasonable and recommend acceptance.

Signature

Date

{{aS_es_signer1_signature}} {{aD_es_signer1_date}}

Name & Title of Authorized Representative

Alan Pemstein

HMFH Architects, Inc.

Owner Approval

By signing below, the Owner authorizes this work to proceed and agrees that PC shall be compensated by the appropriate time and cost. This Change Request Proposal will be included in the next Contract Change Order.

Signature

Date

{{oS_es_signer2_signature}} {{oD_es_signer2_date}}

Name & Title of Authorized Representative

Robert Carrier

Joint Building Committee Chair
Dover School District

This change request proposal includes only the direct costs associated with this work. PC Construction Company reserves the right to later claim schedule adjustment and extension of time, and for all other indirect impact costs caused by or resulting from this change proposal and cumulative effects of other change orders to the work of this contract.



December 6, 2018

OFFICE: (617) 492 2200
FAX: (617) 876 9775

Garret Bertolini
PC Construction
131 Presumpscot Street
Portland, ME 04103

130 Bishop Allen Drive
Cambridge, MA 02139

hmfh.com

Re: Change Request Proposal – 191018
Exit Sign removal at Animal Science

Dear Garret:

HMFH has reviewed this Proposed Change Order and is recommending to the Owner that it and the associated cost of \$310.00 be accepted. Furthermore, it is our understanding that PC Construction is not requesting any time be added to the contract for the work related to this CR.

The documents showed exit signs above doors that were not a path of egress. The signs needed to be removed to avoid confusion as to the actual egress paths.

In approving this CR, the Owner is not accepting the request for reservation of rights identified in the CR.

Very Truly yours,
HMFH Architects

Alan Pemstein, AIA

encl: CRP 191018, GGD Review, ASI-ASB009
cc: Libby Simmons, Dover School District
Bob Carrier, Chair JBC
Laura Wernick, HMFH

Arthur S. Duffy, AIA
Chin Lin, AIA
Colin R. Dockrill, AIA
Deborah A. Collins, AIA
Devin E. Canton, AIA
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Melissa A. Greene, AIA
Phillip S. Lewis, AIA
Robert P. Williams, AIA
Stephen Friedlaender, FAIA
Tina Stanislaski, AIA
Vassilios Valaas, AIA

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Consulting Engineers Inc.

M#64312
J#831 044 00.00

DATE: December 5, 2018

MEMO

TO: Alan Pemstein, AIA LEED AP
HMFH Architects, Inc.

FROM: David M. Pereira, P.E., Principal



DEPT: Electrical

PROJECT: Dover High School and Technical Center
Dover, NH

SUBJECT: CR #191018 - Remove Exit Signs in ASB

Please be advised of the following:

We have reviewed the Interstate Electrical Services of Change Request Proposal No.191018 in the amount of \$300.00 for costs associated with removing two (2) exit signs, capping wires and installing plates. We find the amount to be fair and reasonable and recommend approval.

If you have any questions or concerns regarding the above, please contact our office at your earliest convenience.

DMP: gp

Enc.

Cc: Robert Williams, AIA LEED AP, HMFH Architects, Inc
Tina Stanislaski, AIA LEED AP, HMFH Architects, Inc
Laura Wernick, FAIA, REFP, LEED AP, HMFH Architects, Inc.

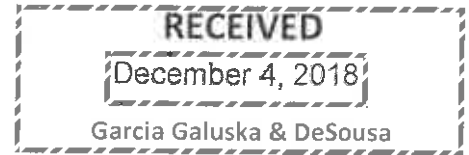


131 Presumpscot Street
Portland, ME 04103
T: 207.874.2323
F: 207.874.2727

**15027: Dover High School and Career
Technical Center**
25 Alumni Drive
Dover, NH 03820

Change Request Proposal 191018

Title **ASI-ASB009 Remove Exit Signs in ASB**
Date Issued **04-DEC-18**
Proposal Status **Submitted**



Architect	Owner
Alan Pemstein HMFH Architects, Inc. 130 Bishop Allen Drive Cambridge, MA 02139 T: 617.844.2140 F: 617.876.9775 E: apemstein@hmfh.com	Robert Carrier Dover School District 61 Locust Street 409 Dover, NH 03820-4132 T: 603.516.6800 F: 603.516.6809 E:

Project Cost And Schedule Impacts

This proposal will increase the value of this contract by \$310.00.

Scope Of Work

Labor to remove two exit signs, cap wires and install blank plates. This does not include drywall/painting if required.

Cost Items

Description	Company	Phase	Amount
ASI-ASB009 Remove Exit Signs in ASB	Interstate Electrical Services Corp.	191018	\$ 300.00
L1 Markup - Overhead & Profit (2%)		900000	\$ 6.00
L2 Markup - Insurance (0.75%)		016150	\$ 2.00
L2 Markup - P&P Bond (0.56%)		016200	\$ 2.00
Total			\$310.00

Architect/Engineer Recommendation

I have reviewed this change proposal and agree that it appears to be fair and reasonable and recommend acceptance.

Signature

Date

Name & Title of Authorized Representative

Alan Pemstein

HMFH Architects, Inc.

Owner Approval

By signing below, the Owner authorizes this work to proceed and agrees that PC shall be compensated by the appropriate time and cost. This Change Request Proposal will be included in the next Contract Change Order.

Signature

Date

Name & Title of Authorized Representative

Robert Carrier
Joint Building Committee Chair
Dover School District

This change request proposal includes only the direct costs associated with this work. PC Construction Company reserves the right to later claim schedule adjustment and extension of time, and for all other indirect impact costs caused by or resulting from this change proposal and cumulative effects of other change orders to the work of this contract.