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# MINUTES

## Monday, February 22, 2011 - 7:34 P.M. Special Meeting

Mayor Jeffrey Slavin, Council Members Cathy Pickar, Alan Proctor, Barbara Zeughauser and Clerk-Treasurer Josh Russin began the meeting at 7:34 p.m. Present during all or portions of the meeting were Lou Balodemas (Town Consultant), Peter Noonan (Pool Architect) and Barbara Condos. Council Members Bill Farley and Marnie Shaul were absent. A quorum requires three or more members to be in attendance.

### **POOLHOUSE RENOVATION PROJECT UPDATE**

Council Member Proctor reported to the Council that the pool house trusses would be delivered to the site Wednesday, February 23rd.

Town of Somerset pool renovation consultant Lou Balodemas gave an update on the current construction project schedule.

**Completed Work:** The construction billing is 38% complete. Items that were completed include a new concrete slab in the pool house basement, a concrete floor deck for the kitchenette and storage room. The masonry foundation walls have been completed. Steel beams and posts have been erected and the stonework for the planters has been completed. The wading pool shell has been installed.

**Schedule for the Month:** Continue work on the following projects: The installation of the trusses and the roof. **Completion Date:** May 20, 2011 (includes approved project change orders). The end date has been pushed back by 3 weeks but all of the tasks have been condensed. Instead of a 2-week truss installation, the contractor has now scheduled to complete the work within 3 days. Additional work includes the installation of a concrete pool deck along the west side of the site. Plumbing and steel work may be completed.

**Fence Update:** Project architect Peter Noonan presented preliminary fence options along the pool decking (creek-side) to the Council. The three options include: Chain link, steel and vinyl coated mesh fencing spaced 5' apart and steel pickets (this material & style was what was originally proposed by the architect). The former fence was a 4' wooden fence. Current plans include either placing 4.5' fence at grade or at base of stone cap that is approximately 2' above grade that will create a barrier that is 6' tall. The Town wants to make sure the fencing is at least 6' in height above grade that can include the stone base wall. Council Member Barbara Zeughauser was concerned about not knowing the price for the fence and not having the ability to see a sample on the site. Peter Noonan will return to the Council with a price for the steel picket fence and steel & vinyl coated mesh fence at 4.5'. The remaining chain link fence that encloses  $\frac{3}{4}$  of the site will remain in place.

**Architect Additional Services Request:** Town pool architecture firm McInturff Architects submitted an invoice on February 8, 2011 for \$7,106.25. The services provided by McInturff were outside the scope of the original contract. These invoiced expenses will cover services for January 2011. More services will be expected throughout the project, including design work for the pool cubbies and fencing.

Council Member Alan Proctor **moved** to approve \$7,106.25 for additional services provided by McInturff Architects. Vote: Unanimous. Motion passed 3-0.

**Approved Project Change Order (PCOs) to Date:** \$103,667. The majority of these were a result of County required changes that came up during the inspections and permitting process. Some of the PCOs were the result of unforeseen subsurface conditions that were discovered during excavation.

**Overall Construction Schedule:** With the approval of PCO's 17 and 19, the contract completion date is now May 20, 2011. The contractor has lost 17 days due to weather conditions, exceeding the contracted bad weather days by 15 days. Therrien Waddell (TW) is waiting until the end of the project to determine if these two extra days, and any future weather days will impact their ability to meet the May 20th deadline.

Approved Change Orders (PCOs): Approved PCOs 16 – 22 (added \$59,542). The Town has approved a total of \$103,667 in project change orders as a result of unforeseen conditions at the site and due to items requested by the County.

Current Contract Total: The original base contract with TW was \$1,879,443. If the PCOs 1 – 22, which totals \$103,667 are included, the contract is now valued at \$1,983,110. As of January 31, 2011, Therrien Waddell has completed \$757,454 worth of work. Based on Therrien Waddell's progression of work completed versus the total contract amount, TW remains \$400,000 short of where they thought they would be at this time.

Pending Project Change Orders (PCOs) 23 - 26:

PCO 23: This PCO covers the cost of removing and replacing the west side pool deck. The deck is severely deteriorated. This PCO will add \$23,996.50 to the project.

PCO 24: This PCO is for slot drains at the base of the two locker room ramps and in the Unisex bath. The Town's Pool Manager, Georgetown Aquatics, recommended these drains. This PCO will add \$2,272.

PCO 25: This PCO is for the installation of a floor drain at the center of the Unisex bath. The Pool Manager also recommended this drain. This PCO will add \$1,051.

PCO 26: This PCO is to cover remediation expenses related to the removal of the unsuitable soils under the new wading pool. The work for this PCO has been completed. PCO 26 will add \$5,889.

Council Member Alan Proctor **moved** to approve PCOs 23 – 26. Vote: Unanimous. Motion passed 3-0.

Current Total Project Cost: With the new approved PCOs, the total project cost including soft costs has increased to \$2,630,949. This total is still within the June 18, 2010 project budget of \$2,683,078. Total payments to date are \$1,185,626. This leaves a balance of \$1,445,323.

Retainage: The Town is holding 10% of the work complete which is valued at \$75,745 as a retainer. Once TW completes 50% of the project, the contract allows the Town to lower the amount retained to 5%. Lou Balodemas recommended the Town lower the amount retained to 5% next month because TW should have completed over 50% of the project and these extra funds will allow the contractor to make final payments to their subcontractors who completed work earlier in the project.

Phase II Site Approval: The County Department of Planning Services and the Maryland Department of the Environment (MDE) permit revisions for Phase II have been issued. TW is currently in the process of installing the Phase II sediment and erosion control measures. The Town was able to preserve, with the help of the Town Arborist, a tree that was within the boundary of the new bio-retention pond.

Tile: The pool house floor tile selected by the Town will not add any cost or time to the project.

Pepco: TW met with Pepco mid-February. Pepco said they can hang outriggers to the side of the steel bridge and have conduits hang on the side of the bridge. Council Member Alan Proctor requested Lou Balodemas check to see if Pepco can incorporate a design that will underground the line or use less than 3 conduits.

Washington Gas: TW is scheduling an on-site meeting with the utility shortly. Washington Gas intends on burying the new line south of the bridge, under the stream.

Phone / Data: The Town staff is working with Verizon to coordinate the installation of a new cable and network for the pool house. Lou Balodemas is soliciting proposals for internal phone and data.

Pool Lights & Transformers: TW electrician investigated all of the circuits. Most of the conduits are bad and the wiring is not properly grounded. Existing transformers have to move. Council Member Alan Proctor requested Lou Balodemas work with the contractor to determine if the transformers can be moved inside the facility because this is the norm.

Pool Path Lights: Lou Balodemas informed the Council that the existing pool lighting would run through the newly designated wetland that the Town gave to the County during the permitting process. A segment of these lights illuminate the path that runs from the pool house to Friendship Heights. TW is still investigating how to best handle this situation.

Security System: Lou Balodemas solicited quotes from multiple security system companies and received quotes from two. The two companies that provided quotes were Vigilant Security Solutions and ResponseTECH. Both companies included intrusion detection contact switches keypads, sirens, closed circuit television system (CCTV), software and recording

system. Pool Committee Chair Barbara Condos indicated her support for installing cameras around the perimeter of the pool house. Council Member

Alan Proctor **moved** to approve security system contractor Vigilant Security Solutions proposal to install a security system for the pool house subject to consumer recommendations obtained by Lou Balodemas. Vote: Unanimous. Motion passed 3-0.

Civil Engineer, VIKA Service Agreement: As a result of revised design requirements, a wetland permit required by MDE and adherence to a new forest conservation regulation that was implemented by the County during the permitting process, VIKA was required to provide additional services to the Town. Lou Balodemas was supportive of VIKA's rationale for an increase in funding above the original service agreement because they provided services that were outside the scope of contract between the Town and the engineering firm.

Council Member Alan Proctor **moved** VIKA's request to pay \$12,949.45 for additional services provided by VIKA subject to Town consultant Lou Balodemas negotiate with VIKA to try to reduce some of the costs. Vote: Unanimous. Motion passed 3-0.

Project Management / Additional Services Requested: Due to additional tasks requested by the Town Council and additional work generated during the County permit review process, Lou Balodemas requested the Council increase his budget to carry out the project through completion. The Council decided to review his expenses every month and give approval at that time.

### **ADJOURNMENT**

Council Member Pickar **moved** to adjourn the meeting at 9:20 p.m.

Prepared by Josh Russin, Clerk-Treasurer