

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 • Meredith, New Hampshire 03253 • 603-279-6513

FIELD REPORT

Project Name:	Belmont Mill Renovation	Field Report No.:	1
Date:	11/10/97	Project No.	L33
Report By:	RGH	Time:	10:00 am
Weather:	Overcast	Temp. Range:	40° to 50°

Work in Progress:

Removal of existing slab for under slab plumbing.
Forming and rebar installation for addition foundation. Concrete scheduled for 11/12/97.
Removal of existing wood flooring.
Installation of new floor framing ledgers underway.

Present at Site:

Roads Corp.
Jeff Tirey, Structural Engineer.

Observations:

Review extent of concealed rot in floor beams and decking by Tirey.
Additional reinforcing needed at Third floor, Column line 2 and 10.
Full span reinforcement at 6 beams, fourth floor.
Half span reinforcement at 3 beams, fourth floor.
Alignment of third floor columns at Line D now possible.
Roads may proceed with stabilization angle installation.
Tirey reviewed other issues with contractor.

Information or Action Required:

Roads to prepare cost estimates for beam work. and review lead time.

Roads to proceed with floor decking order.

Jeff will inspect prior to concrete placement.

Tirey to issue SK's detailing beam reinforcement.

Owners decision re: pressure washing to remove char from floor deck and joists.

Owners response to Asbestos and Lead issues.

Review status of beams with owner.

Tirey to issue Field report.

/rgh

cc: Owner: Matt Upton
 Architect: File
 Consultant: Tirey
 Contractor: Roads
 Other: Donna Lane

TIREY & ASSOCIATES, P.C.
CONSULTING STRUCTURAL ENGINEERS

October 30, 1997

RECEIVED
NOV 3 1997

Rick Holt
Christopher P. Williams Architect
P O Box 703
Meredith, NH 03253

CHRISTOPHER P. WILLIAMS
ARCHITECT

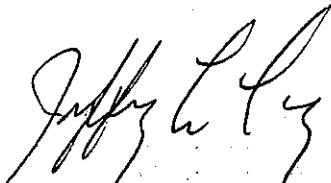
FIELD REPORT #2 - October 29, 1997

PROJECT: Belmont Mill Renovations
CONTRACTOR: Roads Corporation
WEATHER: Partly sunny 48°F at 1:15 PM
PRESENT: Jim Litwinsky, Andy Frost, Jeff Tirey

The following was noted:

1. New interior column footings have been formed and reinforcing steel placed as called for on the drawings. The reinforcing steel still needs to be lifted up to the proper height above the bottom of footing.
2. Tirey examined several of the fourth floor beams from on top of the fourth floor. The beam ends near the interior column show substantial rot, running from the top of the beam down into the beam. Depth of rot is in excess of 5" to 6" in several instances. It is noted that this rot condition was not visible or detectable from the sides of the beam even with probing by an ice pick. Tirey will review what options exist for dealing with this condition. Obvious choices include reinforcing the beams and replacement of the floor beams. Tirey will consult with Frost relative to different options with respect to ease of construction and costs.
3. Frost and Tirey discussed the condition of the brick wall at the level of the second floor at the south wall of the building. The east and west end of wall openings have almost no brick left between the openings of the first and second floors. Frost expressed concern to Tirey about the integrity of the wall and questioned what the preferred timing for repair would be. Tirey stated that earlier repair is greatly preferred to later repair of these wall areas.
4. Construction is in progress.

Submitted By,



Jeffrey L. Tirey, P.E.

JLT/mbs

Benjamin E. Tirey, P.E.

P.O. Box 174, Gen. Miller Hwy., Temple, NH 03084
Tel:603-878-2743 Fax:603-878-2743

Jeffrey L. Tirey, P.E.

■ P.O. Box 639, 101 Cottage St., Littleton, NH 03561
Tel:603-444-6211 Fax:603-444-0314
e-mail: Tirey@ConnRiver.net

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 2

Project: Belmont Mill Renovations

Project No.: L33

Date: 23 September 1997

Present: Matt Upton, Belmont Town Administrator; Donna Lane, CDBG Administrator; John Saro, Andy Frost, Jim Litwinsky, Kristen McNeil, Roads Corporation; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Work in Progress: Mobilization and Demolition

Present at Site: Roads Corporation and EJM Electrical

Observations:

- Third level windows have been removed from: Line E, north of stair tower; Line 1; Line C, north of line 7.
- Fire escape has been taken down and in the process, the brick wall on the third level at Line 9 collapsed. The Fourth Level floor beam is temporarily shored with a 4x4. Part of the east wall brick veneer at Line 10, between the first two windows at the second level, was peeled off during the removal of the fire escape.
- Area around the fire escape and elevator door, which has been removed, has been fenced.
- Brick veneer has been removed from the south end of the building from the granite foundation to a point two or three feet above the second floor.
- Existing masonry openings have been shored.
- Removal of soot and ash from the fire from the basement underway.

- The rear shed has been removed. It apparently came off without any major difficulty. The masonry walls were not toothed into the masonry of the original building, however, there are six beam pockets that were let into the exterior masonry wall that are open through the entire width of the wall. Three steel tie rods which tied the walls together remain protruding from the west wall.
- Dumpster delivered to site.
- Security fence not yet in place.

Old Business:

- 1.6 Major Subcontractors and Suppliers (9/16): Roads Corporation will submit a list of major subcontractors to the Owner and the Architect at the next scheduled progress meeting. (9/23): List will be faxed to the Architect this afternoon.

Action: Roads Corp By: 9/23/97

- 1.7 Schedule of Values (9/16): The Contractor will prepare and submit a Schedule of Values to the Owner and Architect at the next meeting. (9/23): List will be faxed to the Architect tomorrow.

Action: Roads Corp By: 9/24/97

- 1.8 Construction Schedule (9/16): Jim Litwinsky will forward telephone numbers and fax numbers to the Owner and Architect as soon as possible. Contractor will prepare a projected construction schedule within two weeks.

Action: Roads Corp By: 9/29/97

- 1.9 Procedures and Processing (9/16):

B. Submittals: The Architect requested that the General Contractor prepare an AIA Document, G712, Shop Drawing and Sample Record, for each shop drawing and sample required to be submitted for review and give to the Architect.

- 1.12 Use of Premise (9/16): The limit of construction site and location of fence enclosure is indicated on the site plan. Location of the job site signs will be reviewed at the next job site meeting. (9/23): Construction office trailer on site. Construction fence will be installed by September 26. Corrected sign to be installed at the south side of the gate, which is to be located adjacent to the job office, facing Mill street.

New Business:

2.1 Preliminary Submittal (9/23): Comments from Structural Engineer about the stabilization steel angels were delivered to Roads Corp. Third floor stabilization will occur at both the north and south ends of the building.

2.2 Fire Department Review (9/23): The Fire Department has requested the following changes to the Construction Documents. A Proposal Request will be issued to the Contractor by the Architect for review by the Owner.

A. *Sheet FP1, Stair Well Sprinkler Detail: Provide 2 1/2" to 1 1/2" gated wye at 2 1/2" hose valve, (typical 6 locations).* Discussion: Coordinate details with Belmont Fire Department

B. *Siamese Fire Department Connection to have swing check valve.* Discussion: Verify and require during Shop Drawing Review.

Action: Roads Corp & CPWA

C. *Add Smoke Detector at First, Second and Third level of Stair A (Smoke Detector is indicated at Fourth Level.).* Discussion: Architect will review this request with the Fire Department.

D. *Provide Smoke Detector in Classrooms or Common Area if these spaces will be used for sleeping or nap time.* Discussion: Owner was asked to verify the Daycare program with the User. As the program may change and to provide maximum flexibility, the Owner directed that this change be implemented.

E. *Mechanical room, First Level: Provide 6" step down at doorway between Mechanical Room and Oil Storage Tank Room to contain accidental oil spill or leak.*

F. *Attic Access Doors: Size of the access doors to the attic space above each stair to be increased to 48" by 48".*

Action: CPWA By: ASAP

2.3 Concrete Windows Sills (9/23): Architect will prepare a Change Order in the Amount of \$1,500 to restore Alternate # 3 to the Contract for Construction. This increase in cost will be funded by a donation made to the Town of Belmont for this purpose.

Action: CPWA By: ASAP

- 2.4 Federal Requirements (9/23): Wage rates will be posted in the job trailer.
- 2.5 Structural Engineer (9/23): The Contractor intends to retain a Licensed Structural Engineer to design and review shoring and bracing, and would like to retain Jeff Tirey. The Owner and Architect have no objections. The Architect will review this request with the Engineer.

Action: CPWA By: ASAP

- 2.6 Photographs (9/23): Progress photographs will show each side of the building taken from the corners and a head on view of the front elevation.

Action: Roads Corp By: Duration of Project

RGH/sab

cc: Andy Frost
Matt Upton
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 3

Project: Belmont Mill Renovations

Project No.: L33

Date: 30 September 1997

Present: Matt Upton, Belmont Town Administrator; Donna Lane, CDBG Administrator; Andy Frost, Jim Litwinsky, Kristen McNeil, Roads Corporation; Jeff Tirey, Tirey and Assoc. Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Work in Progress: Demolition, Sitework and Excavation, Structure Stabilization

Present at Site: Roads Corporation

Observations:

- Excavation complete for new stair tower and inspection of existing foundation.
- Demolition of sidewalks and loading dock complete.
- Floor demolition at first level underway.
- Shoring of existing structure in progress.
- Security fence in place; sign not yet installed.

Old Business:

- 1.6 Major Subcontractors and Suppliers (9/16): Roads Corporation will submit a list of major subcontractors to the Owner and the Architect at the next scheduled progress meeting. (9/30): Copy of list given to Donna Lane. Structural steel and roofing contractors to be determined. See attached.

Action: Roads Corp By: ASAP

- 1.8 Construction Schedule (9/16): Jim Litwinsky will forward telephone numbers and fax numbers to the Owner and Architect as soon as possible. (9/30): Schedule of Values and Job Schedule delivered to the Architect. See attached.

Job Site Phone and Fax: (603) 267-8928
Pager, Jim Litwinsky: (508) 899-6207

- 1.9 Procedures and Processing (9/16): Submittals: The Architect requested that the General Contractor prepare an AIA Document, G712, Shop Drawing and Sample Record, for each shop drawing and sample required to be submitted for review and give to the Architect. (9/30): Prior to forwarding to the Architect for review, the Contractor shall stamp all shop drawings certifying that the submittal has been reviewed for compliance with the Contract Documents.

- 2.2 Fire Department Review (9/23): The Fire Department has changes to the Construction Documents. A Proposal Request will be issued to the Contractor by the Architect for review by the Owner. (9/30): Proposal Request No. 1 has been issued.

- 2.3 Concrete Windows Sills (9/30): Change Order #1 in the amount of \$1,500 to restore Alternate #3 to the Contract for Construction was delivered to the Owner for signatures.

Action: Owner By: ASAP

- 2.5 Structural Engineer (9/23): The Contractor intends to retain a Licensed Structural Engineer to design and review shoring and bracing, and would like to retain Jeff Tirey. (9/30): Jeff Tirey has been retained by the Contractor to design shoring.

New Business:

- 3.1 Building Permit (9/30): The Building Permit has been issued. The Owner will provide a copy to the Contractor for display on site.

Action: Matt Upton By: ASAP

- 3.2 Request for Information (9/30): ASI No. 1 was distributed in response to question from electrical contractor.
- 3.3 Correction to Site Plan (9/30): The Fire Department requested that all parties be aware that the street in front of the project site should be labeled Mill Street, not Lawrence Street as shown on the drawings.
- 3.4 Foundation Conflict (9/30): The stone foundation of the existing building at the interface with the new addition projects approximately 24" beyond the plane of the wall. The Architect and Engineer will prepare sketches indicating the required changes to the drawings to accommodate this uncovered existing condition.

RGH/sab

Attachments: List of major Subcontractors
Schedule of Values, Construction Schedule

cc: Andy Frost
Matt Upton
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 4

Project: Belmont Mill Renovations

Project No.: L33

Date: 7 October 1997

Present: Matt Upton, Belmont Town Administrator; Donna Lane, CDBG Administrator; Andy Frost, Jim Litwinsky, Kristen McNeil, Roads Corporation; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Work in Progress: Demolition and excavation at existing first level slab. Temporary electrical service and lighting installation.

Present at Site: Roads Corporation, EJM Electrical

Observations:

- Continuous existing 8" thick concrete wall connects the east side of the existing column footings.
- Concrete floor demolition and excavation for new footings at first level on going.
- Existing foundation at new excavation protected with poly sheeting.

Old Business:

1.6 Major Subcontractors and Suppliers (9/16): Roads Corporation will submit a list of major subcontractors to the Owner and the Architect. (9/30): Structural steel and roofing contractors to be determined. (10/7): Updated list submitted by Contractor. See attached.

Action: Roads Corp By: ASAP

Member A.I.A.

- 1.8 Construction Schedule (9/30): Schedule of Values and Job Schedule delivered to the Architect. See attached. (10/7): No exception taken to the submitted Construction Schedule and Schedule of Values; however, Contractor to provide additional breakdown of demolition costs. The first Application for Payment will be submitted for approval at next meeting.

Action: Roads Corp By: 10/14/97

- 2.2 Fire Department Review (9/23): The Fire Department has changes to the Construction Documents. A Proposal Request will be issued to the Contractor by the Architect for review by the Owner. (9/30): Proposal Request No. 1 has been issued.

Action: Roads Corp By: ASAP

- 2.3 Concrete Windows Sills (9/30): Change Order #1 in the amount of \$1,500 to restore Alternate #3 to the Contract for Construction was delivered to the Owner for signatures. (10/7): Change Order has been signed by the Selectmen.

- 3.1 Building Permit (9/30): The Building Permit has been issued. The Owner will provide a copy to the Contractor for display on site.

Action: Matt Upton By: ASAP

- 3.4 Foundation Conflict (9/30): The stone foundation of the existing building at the interface with the new addition projects approximately 24" beyond the plane of the wall. The Architect and Engineer will prepare sketches indicating the required changes to the drawings to accommodate this uncovered existing condition. (10/7): ASI #2 was distributed. Scope includes revisions to foundation and deleting of transformer pad. Shop drawings of reinforcing steel have been revised to reflect the change.

New Business:

- 4.1 Cleaning Techniques (10/7): Sample power-washing of interior and exterior brick was review and approved. Power-washing of first level heavy timber beams to remove charred wood to facilitate construction was approved. Sample sand-blasting at existing wood beams in Stair A was approved. Sand-blasting of any brick is not allowed.
- 4.2 Electrical Entrance (10/7): PSNH CT cabinet to be relocated to the exterior of the building. The utility company requires that the meter be located on the west side of the new addition. The Architect recommended that Panel - HDP be relocated to the north of Line 4.9, and the Time clocks, Lighting Contractors, Etc. be located south of Line 4.9. Relocation of these panels and related conduits to an alternate location may impact structural requirements.

- 4.3 Foundation Penetrations (10/7): Proposed penetrations for underground conduit will require the following:
- A. At the north exterior wall, the 6"x12" box-out closest to the existing building should be located at least 12" from the end of the new concrete foundation wall.
 - B. Additional reinforcing must be added around the openings as required by the typical detail on Sheet S-1 for wall openings.
- 4.4 Coordination (10/7): It is the Contractor's responsibility to coordinate the locations and installations of all systems. Provide all code required clearances.

RGH/sab

Attachments: List of major Subcontractors

cc: Andy Frost
Matt Upton
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

ROADS

CORPORATION
BUILDING DIVISION

Sitework	<u>Jeremy Hiltz Excavating</u> PO Box 1142 Ashland, NH 03217 603/968-9694
Concrete	<u>Roads Corporation</u>
Masonry	
Masonry Cleaning	<u>Red Hot Pressure Wash</u> 263 North Amherst Road Bedford, NH 03110 603/627-6227
Misc. Metals (fabricate)	<u>Cohen Steel</u> P.O. Box 1744 Concord, NH 03302 800/225-2047
Structural Steel	<u>To Be Determined</u>
Carpentry	<u>Roads Corporation</u>
Windows	<u>Rivco</u> 77 Merrimack Street Penacook, NH 03303 603/753-6318
Doors/Frames/Hardware	<u>National Lumber</u> 71 Maple Street Mansfield, MA 02048 800/370-9663
Roofing	<u>To Be Determined</u>
Drywall	<u>Roads Corporation</u>
Painting	<u>Roads Corporation</u>
Elevator	<u>Otis Elevator</u> 915 Holt Avenue Manchester, NH 03109 603/622-2101

Plumbing

Paul Lamy Plumbing and Heating
131 White Birch Drive
Gilford, NH 03246
603/293-0530

HVAC

Paul Lamy Plumbing and Heating
131 White Birch Drive
Gilford, NH 03246
603/293-0530

Sprinklers

Tri State Sprinkler
P.O. Box 968
Derry, NH 03038
603-647-0088

Electrical

EJM Electric
R.R. 4 Box 1315
Plymouth, NH 03264
603/536-2828

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 5

Project: Belmont Mill Renovations

Project No.: L33

Date: 14 October 1997

Present: Matt Upton, Belmont Town Administrator; Donna Lane, CDBG Administrator; Andy Frost, Jim Litwinsky, Kristen McNeil, Roads Corporation; Jeff Tirey, Tirey and Associates; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Work in Progress: Shoring, excavation, and new footing installation at existing first level slab. Footing form installation at addition.

Present at Site: Roads Corporation

Observations:

- Concrete floor demolition and excavation for new footings at first level on going.

Schedule:

- Pressure washing to begin this week.
- Continuation of footing forms.

Old Business:

1.6 Major Subcontractors and Suppliers (9/16): Roads Corporation will submit a list of major subcontractors to the Owner and the Architect. (9/30): Structural steel and roofing contractors to be determined. (10/7): Updated list submitted by Contractor. (10/14): Structural steel, masonry, and roofing contractor to be determined.

Action: Roads Corp By: ASAP

2.2 Fire Department Review (9/23): The Fire Department has changes to the Construction Documents. A Proposal Request will be issued to the Contractor by the Architect for review by the Owner. (9/30): Proposal Request No. 1 has been issued.

Action: Roads Corp By: ASAP

- 2.3 Concrete Windows Sills (9/30): Change Order #1 in the amount of \$1,500 to restore Alternate #3 to the Contract for Construction was delivered to the Owner for signatures. (10/7): Change Order has been signed by the Selectmen. (10/14): Change Order #1 contained a clerical error. A replacement document was processed and forwarded to the Selectmen for signatures.

New Business:

- 5.1 Payment Requisition (10/14): Application for Payment No. 1 was reviewed and the current payment was certified by the Architect. Costs of mobilization and the Performance Bond are included in General Conditions.
- 5.2 Submittals (10/14): Contractor requested that the Architect fax a copy of the reviewed first floor steel column shop drawings ASAP. The concrete mix submittal will be reviewed and sent out by the end of the day. One copy of the Fire Alarm System and Riser Diagram will be delivered to the Fire Department for review and comment. Elevator submittal was forwarded to the Architect.
- 5.3 Testing Company (10/14): Contractor requested the Architect to provide a list of names of materials testing companies.
- 5.4 Structural Review (10/14): Contractor discussed the condition of the existing structure, jacking techniques, and review of footing layout adjacent to existing building with Tirey.

RGH/sab

cc: Andy Frost
Matt Upton
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

ROADS

CORPORATION
BUILDING DIVISION

<i>Sitework</i>	<u>Jeremy Hiltz Excavating</u> PO Box 1142 Ashland, NH 03217 603/968-9694
<i>Concrete</i>	<u>Roads Corporation</u>
<i>Masonry</i>	<u>Rolfe Brothers Masonry</u> 38 Upper Parish Settlement Drive Belmont, NH 03220 603/528-4456
<i>Masonry Cleaning</i>	<u>Red Hot Pressure Wash</u> 263 North Amherst Road Bedford, NH 03110 603/627-6227
<i>Misc. Metals (fabricate)</i>	<u>Cohen Steel</u> P.O. Box 1744 Concord, NH 03302 800/225-2047
<i>Structural Steel</i>	<u>To Be Determined</u>
<i>Carpentry</i>	<u>Roads Corporation</u>
<i>Windows</i>	<u>Rivco</u> 77 Merrimack Street Penacook, NH 03303 603/753-6318
<i>Doors/Frames/Hardware</i>	<u>National Lumber</u> 71 Maple Street Mansfield, MA 02048 800/370-9663
<i>Roofing</i>	<u>To Be Determined</u>
<i>Drywall</i>	<u>Roads Corporation</u>
<i>Painting</i>	<u>Roads Corporation</u>
<i>Elevator</i>	<u>Otis Elevator</u> 915 Holt Avenue Manchester, NH 03109 603/622-2101

**BELMONT MILL RENOVATION
SCHEDULE OF VALUES & JOB SCHEDULE**

Description	Schedule of Values	SEP Start	OCT 1	NOV 2	DEC 3	JAN 4	FEB 5	MAR 6	APR 7	MAY 8	JUN 9	JUL 10		
General Conditions	91,775.00	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████	██████████				
Sitework	80,000.00	██████████							██████████	██████████				
Demolition	167,000.00	██████████	██████████	██████████	██████████									
Concrete	36,500.00		██████████	██████████	██████████									
Masonry	120,000.00				██████████	██████████	██████████							
Metals	80,000.00	Misc & Cast			Steel					Rails				
Carpentry	125,000.00			Rough	Rough	Rough		Finish						
Windows (Rivco & mine)	40,000.00						Install							
Roofing	16,000.00					Install								
Vinyl Siding	4,000.00									Install				
Doors, Frames & Hardware	50,000.00							Install	Install	Install				
Roll-up Door	2,500.00							Install						
Drywall	85,000.00					Install	Install	Install	Install	Install				
Acoustical	6,000.00							Install	Install	Install				
Resilient	7,500.00							Install	Install	Install				
Carpet	4,500.00							Install	Install	Install				
Painting	20,000.00							Install	Install	Install				
Louvres (Const Specialties)	1,000.00				Install									
Corner Guards	450.00													
Signs (Allowance)	1,200.00									Install				
Fire Extinguishers	425.00									Install				
Toilet Accessories	2,500.00									Install				
Equipment/Appliances	200.00									Install				
Casework & Cabinets	25,000.00									Install				
Elevators	41,500.00		Install			Install	Install	Install	Install	Install				
Sprinklers	32,000.00				Install	Install	Install	Install	Install	Install				
Mechanical	160,000.00				Install	Install	Install	Install	Install	Install				
Electrical	120,000.00				Install	Install	Install	Install	Install	Install				
TOTAL	1,320,050.00													

PROPOSAL REQUEST

AIA Document G709

OWNER
ARCHITECT
CONSULTANT YA, LC, TA & SJS
CONTRACTOR
FIELD
OTHER Donna Lane

(Instructions on reverse side)

PROJECT: Belmont Mill Renovations
(Name and address) Mill Street
Belmont, New Hampshire

PROPOSAL REQUEST NO.: 1

DATE OF ISSUANCE: September 25, 1997

OWNER: Town of Belmont
(Name and address) 45 Main Street
Belmont, NH 03220

CONTRACT FOR: General Construction

CONTRACT DATED: September 11, 1997

TO CONTRACTOR: Roads Corporation
(Name and address) 241 Treble Cove Road
N. Billerica, MA 01862

ARCHITECT'S PROJECT NO.: L33

ARCHITECT: Christopher P. Williams, Architects
(Name and address) P. O. Box 703
Meredith, NH 03253-0703

Please submit an itemized proposal for changes in the Contract Sum and Contract Time for proposed modifications to the Contract Documents described herein. Submit proposal within _____ days, or notify the Architect in writing of the date on which you anticipate submitting your proposal.

THIS IS NOT A CHANGE ORDER, A CONSTRUCTION CHANGE DIRECTIVE OR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED IN THE PROPOSED MODIFICATIONS.

Description:

(Insert a written description of the Work.)


See Attachment

Attachments:

(List attached documents that support description.)

SKE-1 dated 9/22/97
SKE-2 dated 9/22/97
SKE-3 dated 9/22/97
SKE-4 dated 9/24/97
SKS-1 dated 9/24/97
SKS-2 dated 9/24/97

REQUESTED BY: Richard G. Holt, AIA


(Signature)

(Printed name and title)



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CHRISTOPHER P. WILLIAMS, ARCHITECTS

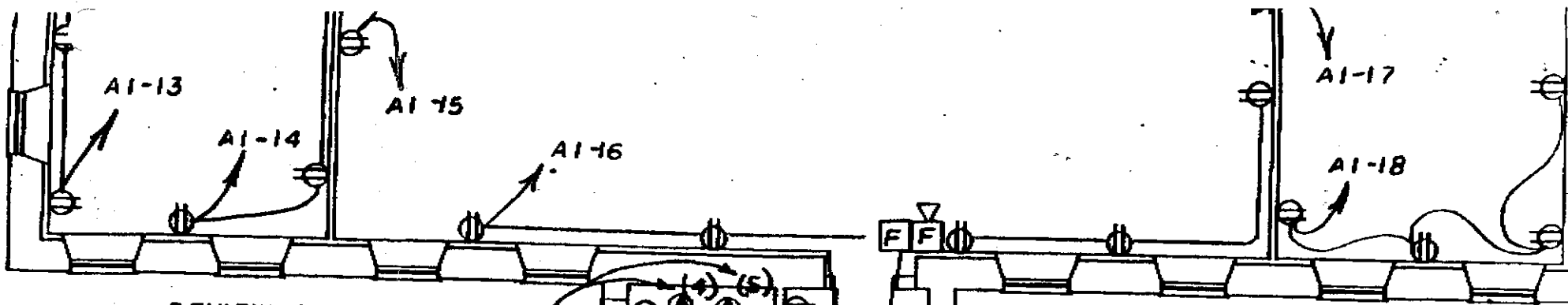
PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

PROPOSAL REQUEST NO. 1 ATTACHMENT

Provide a separate price for each of the following changes to the Construction Documents requested by the Local Fire Department.

1. Sheet FP1, Stair Well Sprinkler Detail: Provide 2 1/2" to 1 1/2" gated wye at 2 1/2" hose valve, (typical 6 locations) in lieu of 2 1/2" reduce to 1 1/2" I.P.T and cap. Coordinate details with Belmont Fire Department.
2. Add Smoke Detector at First, Second and Third level of Stair A and add to Fire Alarm Riser. See Attached SKE-1, SKE-2, and SKE-3, dated 9/22/97.
3. Provide Single Station Smoke Detector in Classrooms 1, 2, 3, 4, and 5. Provide system smoke detector in the Common Space 113 as specified below.
 - A. Add AC Smoke Detectors in each of five (5) classrooms on the first level. Power from lighting circuit, connected ahead of switches (Units are not interconnected). Single Station AC detectors in each classroom shall be FCI 7100 CC or 7100F (as required), or approved equal by Simplex or BRK. Units shall be for operation on 120 volts AC. Activation of the detector shall cause its internal audible alarm to activate. Units shall contain a separate dry 120 volt contact for wiring to any future visual device or other use.
 - B. Add two (2) Master Fire Alarm System smoke detectors in the first level Common Space.
 - C. Add in each of five (5) classrooms a mini-audible/visible device, semi-flush mounted, and wired to and provided as part of the Master Fire Alarm System. Units shall have audible and visible outputs conforming to ADA requirements.
 - D. The above shall generally be arranged per SKE-4, dated 9/24/97.
4. Mechanical Room 103, First Level: Provide 6" step down at doorway from Mechanical space to the oil storage tank area to contain accidental oil spill or leak. See SKS-1 and SKS-2 dated 9/24/97.
5. Attic Access Doors: Increase the size of the access doors to the attic space above Stair A and Lobby 402 to 48" by 48".



REVIEW SPRINKLER DWGS
AND SPECIFICATIONS FOR
LOCATIONS IN OR AROUND
THE BUILDING.

LOCATE AS DIRECTED
BY FIRE DEPT.

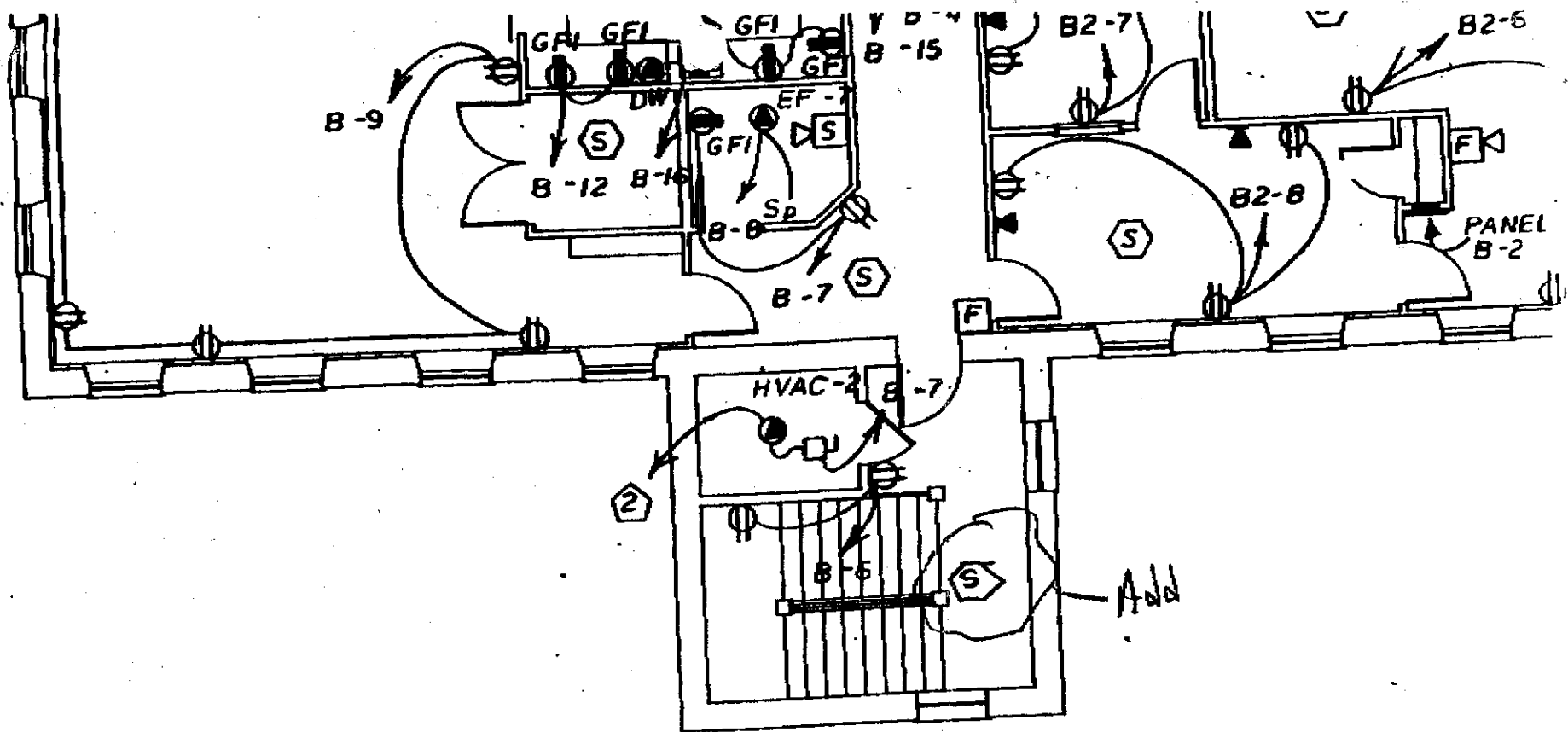
Add to F/A Riser, also

FIRST LEVEL POWER

1/8" = 1'-0"

SKE-1

9/22/97

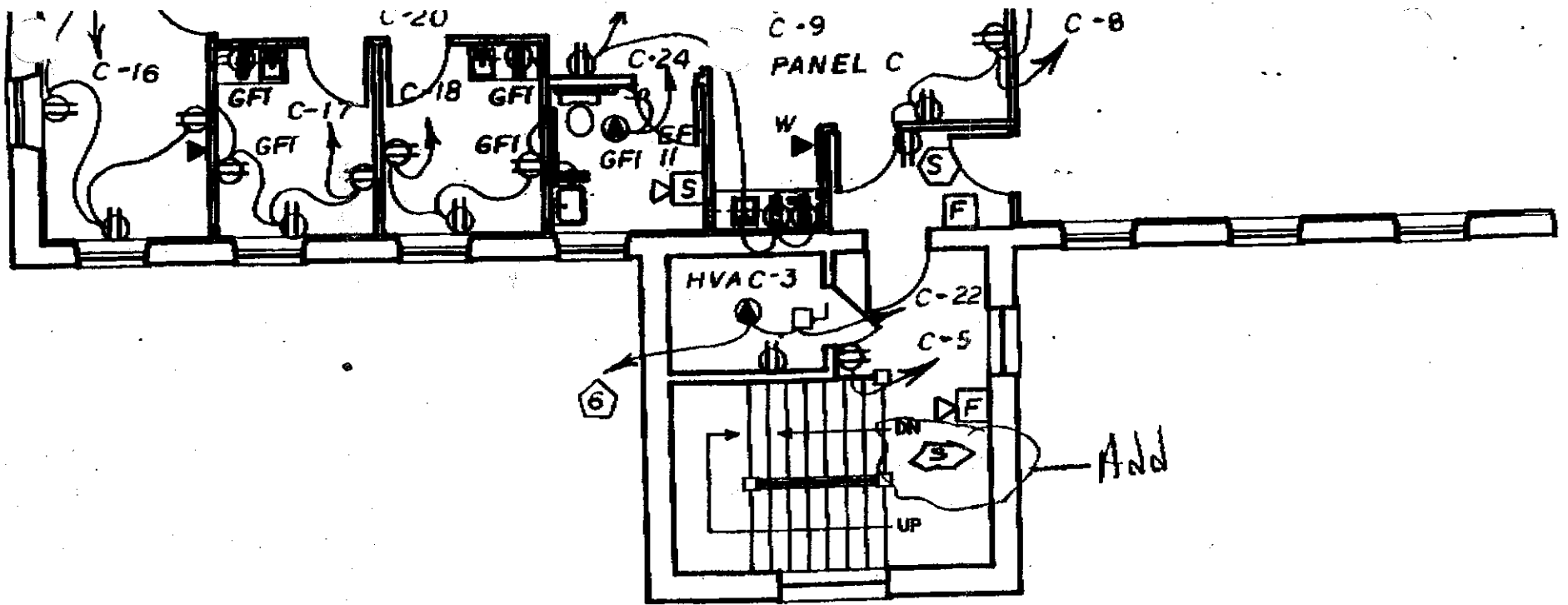


Add to F/A Riser, also

SECOND LEVEL POWER

1/8" = 1'-0"

SKE-2 9/22/97

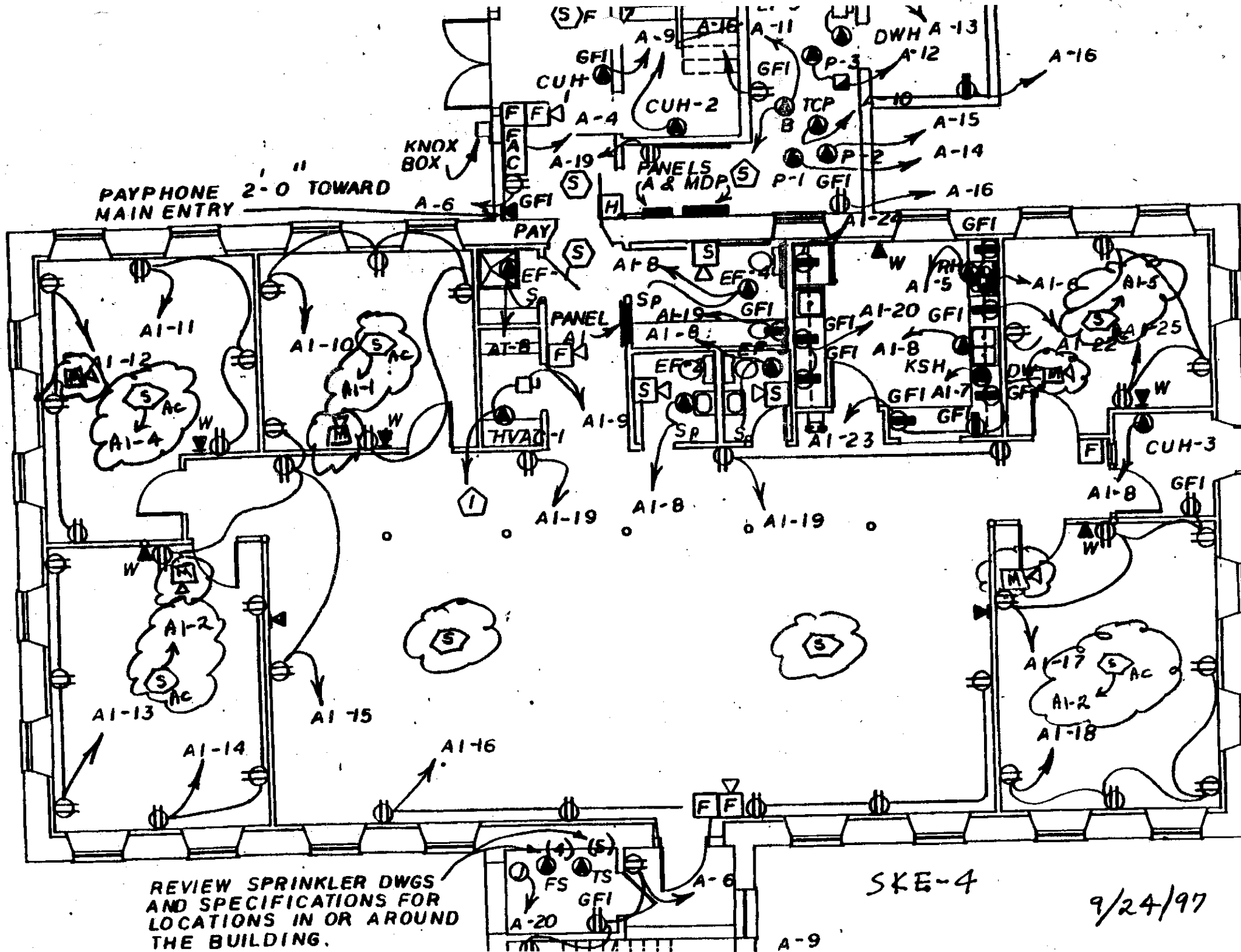


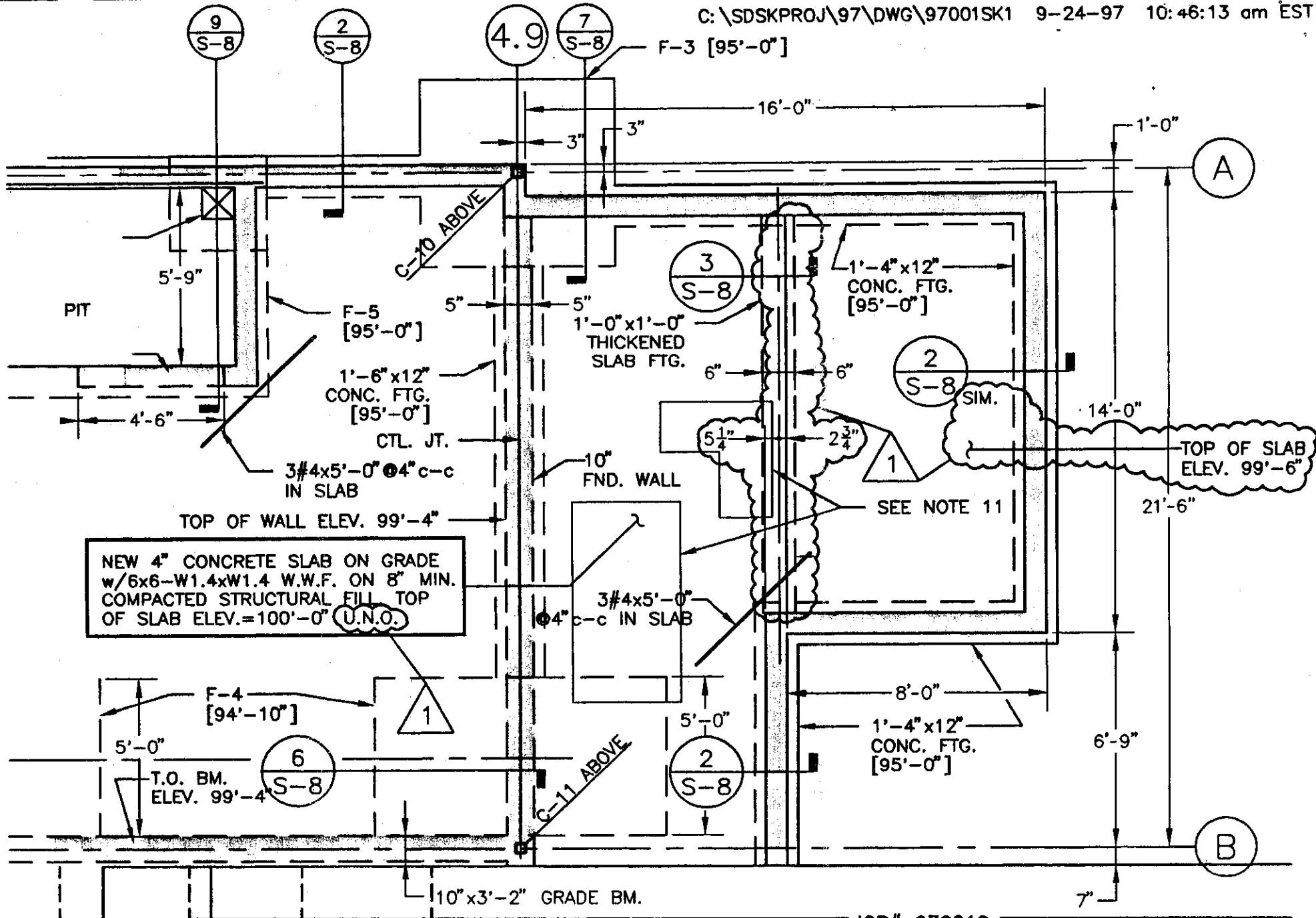
ADD to F/A Riser, also.

THIRD LEVEL POWER

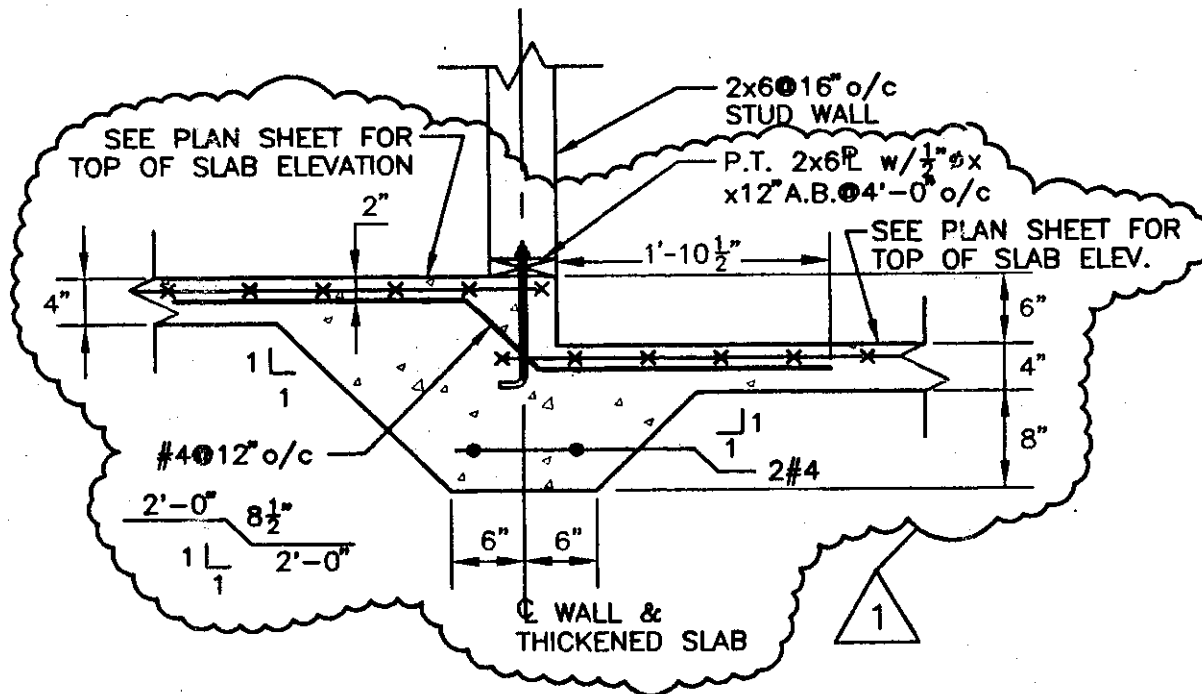
1/8" = 1'-0"

SKE-3 9/22/97





NEW 4" CONCRETE SLAB ON GRADE
w/6x6-W1.4xW1.4 W.W.F. ON 8" MIN.
COMPACTED STRUCTURAL FILL TOP
OF SLAB ELEV.=100'-0" (U.N.O.)



3 SECTION 97001803
 3/4" = 1'-0"

SECTION 3/SHEET S-8

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 6

Project: Belmont Mill Renovations

Project No.: L33

Date: 28 October 1997

Present: Matt Upton, Belmont Town Administrator; Albert Akerstrom, Fire Chief; Gary Boisvert, Code Enforcement Officer; Donna Lane, CDBG Administrator; Andy Frost, Jim Litwinsky, Kristen McNeil, Evan Cole Roads Corporation; Ned McElroy, EJM Electrical; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Weather: Overcast, windy, intermittent showers, 40° F.

Work in Progress: Pressure washing of exterior brick
Shoring
Footing installation at existing first level slab

Present at Site: Roads Corporation, Pressure Washing Contractor, EMJ Electrical.

Observations:

- Materials on site: Steel columns - 1st and 2nd floor; PSL for second floor beam reinforcement; galvanized steel lintel angles.
- Interior footings ready for inspection and concrete placement.
- Interior brick at existing stair have been cleaned.
- Existing finish flooring at second floor and 1/8 of third floor has been removed.
- Temporary electrical service panel is installed.
- Shoring and bracing present at all floors.
- Stabilization angle installed at floor deck.
- Paint and roofing tar has been cleaned from brick. Isolated stains and unknown material resistant to cleaning products.

Schedule:

- Mechanical Contractor due on site this afternoon.
- Concrete placing scheduled for this week.

Old Business:

- 1.6 Major Subcontractors and Suppliers (9/16): Roads Corporation will submit a list of major subcontractors to the Owner and the Architect. (10/14): Structural steel, masonry, and roofing contractor to be determined. (10/28): Structural steel, Cohen Steel; steel erection, State Line Erectors; mason, Roads Corp.

Action: Roads Corp. By: ASAP

- 1.9 B. Submittals: The Architect requested that the General Contractor prepare an AIA Document, G712, Shop Drawing and Sample Record, for each shop drawing and sample required to be submitted for review and give to the Architect. (10/28): Contractor to provide a schedule of shop drawing submittals to the Architect. The Architect cannot guarantee a quick turn around of submittals without the schedule.

Action: Roads Corp. By: ASAP

- 2.2 Fire Department Review (9/23): The Fire Department has changes to the Construction Documents. A Proposal Request will be issued to the Contractor by the Architect for review by the Owner. (9/30): Proposal Request No. 1 has been issued. (10/18): Clarification of sprinkler system changes provided to subcontractor. Proposal to be forwarded to the Architect for review this week.

Action: Roads Corp. By: 11/4/97

- 2.3 Concrete Windows Sills (9/30): Change Order #1 in the amount of \$1,500 to restore Alternate #3 to the Contract for Construction was delivered to the Owner for signatures. (10/7): Change Order has been signed by the Selectmen. (10/14): Change Order #1 contained a clerical error. A replacement document was processed and forwarded to the Selectmen for signatures. (10/28): Copies of executed document were distributed to all parties.

- 5.3 Testing Company: Contractor requested the Architect to provide a list of names of materials testing companies. (10/28): Testing will be performed by PSI, Portsmouth, NH. (603) 430-8934.

New Business:

- 6.1 Fire Alarm System (10/28): Fire Alarm System to be manufactured by FCI as per specifications. A new submittal will be provided by the Contractor. Fire Chief will provide EJM Electrical with the required Knox Box model number.

Action: EJM By: ASAP

- 6.2 Utility Pole (10/28): Installation of new telephone lines require additional bracing of the existing pole (PSC 7/2 NET) located in the island at the intersection of Mill Street and Center Road. In lieu of overhead guy wires to poles on site, the Town has approved the installation of a pole brace which will be located within a modified island in the middle of Center Road. The Town also requests that the existing pole and brace (PSNH 7) located across Mill street from the Project not be removed and that the proposed new pole adjacent to the sub station fence not be installed. Underground utilities would be installed as shown in Construction Documents.

Action: EJM By: ASAP

- 6.3 MC Cable (10/28): The use of MC cable is allowable by the code. However, the Electrical Contractor is required by the specifications to obtain from the Code Officer documentation noting where the use of MC cable is acceptable (to the local code officer). Gary Boisvert will assist EJM in obtaining the documentation.

Action: EJM By: ASAP

- 6.4 Municipal Inspections (10/28): The Code Enforcement Officer requests 24 hours notice prior to required inspections.

- 6.5 Existing Charred Wood (10/28): The Owner is concerned with the potential for odor and soot to enter the renovated building. The Contractor will be removing the fire damaged joists. The remaining char exists only on the bottom of the existing floor decking of the second floor. The Contractor will provide an estimate for removing the char by pressure washing and will also contact a fire damage cleaning service for pricing of odor treatment for review by the Owner.

Action: Roads Corp. By: ASAP

- 6.6 Coordination (10/28): To facilitate code required clearances of piping and electrical components in the ground floor Mechanical Room, some piping in the Lobby will be located in a gypsum board soffit.

6.7 CDBG (10/28): Contractor to notify Donna Lane when the existing roof structure is to be removed so that officials from the State may be on site to observe. Contractor estimates that this work is 4 to 8 weeks away.

Action: Roads Corp. By: ASAP

6.8 Meeting Schedule (10/28): Future progress meetings will be held on the following dates. Additional meetings may be called if necessary.

November 4 and 18

December 2, 16 and 30

January 20, 1998

February 3 and 17

6.9 Monthly Requisition (10/28): Application for Payment No. 2 was delivered to the Architect for review. The Contractor is to supply backup cost justification for electrical rough wiring to the Architect.

Action: Roads Corp. By: ASAP

RGH/sab

cc: Andy Frost
Town of Belmont: Matt Upton, Chief Akerstrom, Gary Boisvert
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Memorandum To: Roads Corporation
From: Rick Holt *RHM*
Date: October 16, 1997
Subject: Belmont Mill Renovations

The schedule for Progress Meetings is being changed from weekly to every other week.

Additional meetings will be scheduled as needed.

The next meeting will be held on October 28, 1997.

/rgh

cc: Town of Belmont; Matt Upton
Donna Lane
Consultants; Jeff Tirey, Lee Carroll, Wayne Fillion, Peter Howard

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Meeting Report No.: 7

Project: Belmont Mill Renovations

Project No.: L33

Date: 4 November 1997

Present: Matt Upton, Belmont Town Administrator; Albert Akerstrom, Rick Siegel, Belmont Fire Department; Donna Lane, CDBG Administrator; Andy Frost, Jim Litwinsky, Kristen McNeil, Roads Corporation; Rick Holt, Christopher P. Williams, Architects

Please review the following information and advise the Architect within seven (7) days of the receipt of this report if, in your opinion, any information contained herein is incorrect.

Site Observations:

Weather: Overcast, calm, 45° to 50° F

Work in Progress: Removal of existing flooring
Utility trenching
Removal of demolition debris
Relocation of stabilization angles

Present at Site: Roads Corporation; Hiltz Construction, Sitework; EJM Electrical

Observations:

- Interior footings and first floor columns installed
- Removal of existing finish flooring at third floor
- Sample conduit installation for review by Architect
- Additional shoring and bracing at fourth floor

Schedule:

Updated Project Schedule submitted by Roads Corp.

Work on schedule

Delays in resolving floor beam issue will impact schedule

Anticipated work for next two weeks include the following:

- Footings and foundation wall for addition
- Grouting of first floor column base plates
- Trenching for underslab plumbing
- Completion of flooring removal
- final installation of stabilization angle
- Brick delivery by 11/25/97

Information or Action Required:

- Review size requirement for exposed conduit installation in the existing stair with Electrical Consultant
- Review extent of rot at existing beams and decking and corrective options with Structural Consultant

Old Business:

- 1.6 Major Subcontractors and Suppliers (11/4): Architect requested that Roads Corporation issue an up to date list of major subcontractors.

Action: Roads Corp. By: ASAP

- 1.9 B. Submittals: (10/28): Contractor to provide a schedule of shop drawing submittals to the Architect. The Architect cannot guarantee a quick turn around of submittals without the schedule. (1/4) List of Submittals and Submittal schedule delivered to Architect by Roads. See attached.

Action: Complete

- 2.2 Fire Department Review (9/23): The Fire Department has changes to the Construction Documents. A Proposal Request will be issued to the Contractor by the Architect for review by the Owner. (9/30): Proposal Request No. 1 has been issued. (10/18): Clarification of sprinkler system changes provided to subcontractor. (11/4): Delay in proposal due to change of system vendor. Proposal to be forwarded to the Architect for review.

Action: Roads Corp. By: ASAP

6.1 Fire Alarm System (10/28): Fire Alarm System to be manufactured by FCI as per specifications. A new submittal will be provided by the Contractor. Fire Chief will provide EJM Electrical with the required Knox Box model number. (11/4): Catalog and model number delivered to Roads Corp.

Action: Complete

6.2 Utility Pole (10/28): Installation of new telephone lines require additional bracing of the existing pole (PSC 7/2 NET) located in the island at the intersection of Mill Street and Center Road. In lieu of overhead guy wires to poles on site, the Town has approved the installation of a pole brace which will be located within a modified island in the middle of Center Road. The Town also requests that the existing pole and brace (PSNH 7) located across Mill street from the Project not be removed and that the proposed new pole adjacent to the sub station fence not be installed. Underground utilities would be installed as shown in Construction Documents. (11/4): Pole configuration will be as requested by Town.

Action: Complete

6.3 MC Cable (10/28): The use of MC cable is allowable by the code. However, the Electrical Contractor is required by the specifications to obtain from the Code Officer documentation noting where the use of MC cable is acceptable (to the local code officer). Gary Boisvert will assist EJM in obtaining the documentation.

Action: EJM By: ASAP

6.5 Existing Charred Wood (10/28): The Owner is concerned with the potential for odor and soot to enter the renovated building. The Contractor will be removing the fire damaged joists. The remaining char exists only on the bottom of the existing floor decking of the second floor. The Contractor will provide an estimate for removing the char by pressure washing and will also contact a fire damage cleaning service for pricing of odor treatment for review by the Owner. (11/4) Proposal has been delivered to Owner for review.

Action: Town of Belmont By: ASAP

6.7 CDBG (10/28): Contractor to notify Donna Lane when the existing roof structure is to be removed so that officials from the State may be on site to observe. Contractor estimates that this work is 4 to 8 weeks away.

Action: Roads Corp. By: ASAP

- 6.8 Meeting Schedule (10/28): Future progress meetings will be held on the following dates. Additional meetings may be called if necessary.

November 18
December 2, 16 and 30
January 20, 1998
February 3 and 17

- 6.9 Monthly Requisition (10/28): Application for Payment No. 2 was delivered to the Architect for review. The Contractor is to supply backup cost justification for electrical rough wiring to the Architect. (11/4): Revised Application for Payment was certified and distributed.

Action: Complete

New Business:

- 7.1 Structural Questions: (11/4): The Contractor requests structural evaluation of the following:
- A. Determine extent of rot uncovered in existing beams at third and fourth floor. Prepare design options and review with Contractor to determine cost estimates for review with Owner.
 - B. Reconsideration of third floor window masonry infill. Is cast in place concrete with brick veneer a possible alternative to toothed in solid masonry? Is there another way to accommodate horizontal loads?
 - C. Options to toothed in solid brick masonry at south wall openings.

RGH/sab

Attachments: Project Schedule
Submittal Schedule

cc: Andy Frost
Town of Belmont: Matt Upton, Chief Akerstrom, Rick Siegel, Gary Boisvert
Donna Lane
Jeff Tirey
Lee Carroll
Wayne Fillion
Peter Howard
File

PROJECT SCHEDULE

Date: 3 November 1997
 Project: Belmont Mill Renovation, Belmont, NH
 Architect: Christopher P. Williams, Architects

Description	Schedule of Values	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL		
		Start	1	2	3	4	5	6	7	8	9	10		
General Conditions	91,775.00													
Sitework	80,000.00													
Demolition	167,000.00													
Concrete	36,500.00													
Masonry	120,000.00													
Metals	80,000.00													
Carpentry	125,000.00													
Windows (Rivco & mine)	40,000.00													
Roofing	16,000.00													
Vinyl Siding	4,000.00													
Doors, Frames & Hardware	50,000.00													
Roll-up Door	2,500.00													
Drywall	85,000.00													
Acoustical	6,000.00													
Resilient	7,500.00													
Carpet	4,500.00													
Painting	20,000.00													
Louvres (Const Specialties)	1,000.00													
Corner Guards	450.00													
Signs (Allowance)	1,200.00													
Fire Extinguishers	425.00													
Toilet Accessories	2,500.00													
Equipment/Appliances	200.00													
Casework & Cabinets	25,000.00													
Elevators	41,500.00													
Sprinklers	32,000.00													
Mechanical	160,000.00													
Electrical	120,000.00													
TOTAL	1,320,050.00													

Per Cent Complete/Month 8% 5%
 Per Cent Complete to date 8% 13%

SUBMITTAL SCHEDULE

DATE: 3 November 1997
 PROJECT: Belmont Mill Renovation
 Belmont, NH
 ARCHITECT: Christopher P. Williams, Architects
 For informational purposes only. Submittal schedule subject to change with project requirements.

DIVISION	ITEM	STATUS
Sitework		Subcontractor notified
Concrete		Complete
Masonry	Restoration brick	Complete
	Other brick	In process
	Mortar	11/17 - 11/21
	Ties & Accessories	11/17 - 11/21
Metals	Stabilization Assembly	Complete
	Interior Columns	Complete
	Addition @ Elevator	24-Nov
	Rails	Dec-97
	Misc (Loose) Metals	11/17 - 11/21
Carpentry - Rough	Rough Hardware	Complete
Carpentry - Finish	Certs, Samples Shop	Dec-97
Building Insulation		11/24 - 11/28
Firestopping		11/24 - 11/28
Shingles		11/17 - 11/21
Flashing & Sheetmetal		11/24 - 11/28
Joint Sealers		11/17 - 11/21
Windows (Rivco)		11/17 - 11/21
Widows (grade 60)		11/17 - 11/21
Drs, Frms, Hrdwr		Dec-97
Roll-up Door		Dec-97
Drywall		11/17 - 11/21
Acoustical		Dec-97
Resilient		Dec-97
Carpet		Dec-97
Painting		Dec-97
Louvres		11/24 - 11/28
Corner Guards		Dec-97
Signs (Allowance)		Dec-97
Fire Extinguishers		Dec-97
Toilet Accessories		Dec-97
Equip/Appliances		Dec-97
Casework & Cabinets		Dec-97
Elevators		Complete
Sprinklers		Subcontractor notified
Mechanical		In process
Electrical		In process

CHRISTOPHER P. WILLIAMS, ARCHITECTS

PO Box 703 · Meredith, New Hampshire 03253

603-279-6513

Addendum to Meeting Report No. 8:

Project: Belmont Mill Renovations

Project No.: L33

Date: 25 November 1997

Corrections to Meeting Report #8:

1. Item 6.5

Addendum (11/24): In return for the decking removal by the Contractor, the Town will take care of snow plowing the site.

2. Item 7.1A

Addendum (11/24): It is acknowledged that portions of the work will be delayed by the necessity to take corrective action. The Contractor states that the steel columns for the 4th floor cannot be ordered and that two columns at the 2nd floor and all the columns at the 3rd floor cannot be installed. Installation of floor decking is therefore delayed as well.