

**Center for Emergency services
North Stonington
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Meeting Minutes of August 4, 2015

ATTENDANCE:

Committee: Vice-Chair Joe Cassata, Greg Howell, Bob Shabunia, Charles Steinhart V., Ryan Burdick, Jon Bosma, Paul Kowack, Brian Elias, Chairman Mark Perkins

Others: Peter Springsteel, Project Manager; Kati Murphy, Committee Secretary

CALL TO ORDER

Meeting was called to order at 7:02 PM by Vice Chairman Cassata

MINUTES:

Minutes of July 27, 2015

MOTION to approve made by Charles Steinhart V, second by Ryan Burdick

All in favor, motion passed

INVOICES:

Peter Springsteel invoice # 071715 in the amount of \$1625.00

MOTION to approve payment mad by Jon Bosma, second by Charles Steinhart V.

All in favor, motion passed.

CORRESPONDENCE:

Committee acknowledged receipt of the following via e-mail:

Addendum #4

RFI from LaRosa Construction

RFI from Garsan Construction

Phase I Punch List

DISCUSSION:

Regarding questions from contractors relative to Butler specifications, Peter stated that it's not unusual for a contractor to try and throw a monkey wrench into the mix in order to try for a more competitive edge. Contractors can engineer what the drawings show, they're trying to find a way not to have to do that so they can get the price lower. There isn't anything missing from the drawings and there is no misunderstanding about what the engineered companies can do – they can all meet the spec.

Committee's frustration and concern is that, based on questions from contractors, the building could have been designed in a more efficient and cost effective manner.

Brian thought that the Committee had been told by Silver Petrucelli that they designed based on a Butler building because they needed something upon which to base the design. Now Butler is saying that the building doesn't meet their designs. So no manufacture is able to meet the design and contractors now have to build cost into their bid price to have something manufactured that will meet the design spec.

PHASE I PUNCH LIST

A few punch list items still remain to be completed. Peter indicated that Jim Rossman is following up on this. Blasting ledge began today (August 4, 2015), and they will be returning tomorrow. There is a pay requisition meeting with USDA on August 6 and Jim will report status of the punch list.

PUBLIC COMMENT:

None

OLD BUSINESS:

Marc Tate was not at the meeting, but Kati Murphy had briefly spoken with him about creating a website for the project. Marc will need input from the Committee as to what they want to put on it and who will manage it. Bob stated that Committee could also set up their own drop box, rather than a website, for a nominal cost. Bob thought that the Committee needed to let Marc know what they want. Bob wanted to know what the Committee would want on the site and who would have access to it. These are all questions that need answering before moving forward. Joe asked that Marc be requested to attend the next meeting to discuss.

Peter indicated that the purpose for the website would be to make information readily accessible to primarily Committee members. There is a great deal of paperwork during the construction phase; cut sheets, submittals etc., and it gets awkward trying to email everything all around. This way it would all go to a single location.

Bob stated that the submittals are important at the end of the project because so much of it is data on how the building was built. Peter said that, per the spec, at the end of construction, the contractor is required to provide a project manual to the owner. The project manual would contain that information. Bob wanted to know what other information would be stored on the website or drop box. Peter responded that it would include items such as construction meeting minutes, correspondence between architect, contractor and Project Manager, and change orders. Peter stated that either he or the Clerk of The Works could manage the site.

NEW BUSINESS:

Peter briefed the Committee on the bid opening earlier in the day. There were five (5) bids received, two (2) bids arrived late and could not be accepted. It appeared that all of the bidders are qualified. Nutmeg Construction was the apparent low bidder, at \$5,440,000. Paul Kowack and Bob Shabunia have been working on budgets to determine what actually remains to spend on the building and both of them have figures within the \$4m range. They are still working to get numbers and nail down an accurate number. The project is over budget. There was discussion after the bid opening of going to the Board of Finance requesting approval to go to Town Meeting and a Referendum for additional funding. Prior to going back to the Town for additional funding, committee will need determine an accurate dollar amount and request enough to ensure that the project has adequate funding. The dollar amount should include FF&E numbers, contingency, and façade upgrades. Contractor's costs should include winter conditions so there should be no issue regarding that if there is a delay in awarding the bid. There are 90 day within which we have to work, that's how long the bids are good for. Bob Shabunia stated that Nick Mullane will be preparing a timeline working back from 90 days out, so that we can time everything to meet mandatory deadlines for postings.

Paul Kowack indicated that he and Bob Shabunia are still working on clarifying the final amount that is available. There are surprises that have all been associated with soft costs. Silver Petrucelli has blossomed from their original \$287k to \$314k. The balance owed to them is \$64k. The final contract

figure for Clerk of The Works Phase II is still unknown, but thought to be in the vicinity of \$160k. This needs to be clarified. There are also future bonding costs, legal fees, the cost of 3rd party independent testing, and advertising costs that need to be taken into consideration and a realistic contingency number needs to be determined as well. It was thought that the figure for the Clerk of The Works was rather high. Peter will check with Nick Mullane on this. Paul and Bob have estimated \$200k for transitioning to the new building and \$135k for blasting. Paul suggested the Committee review his and Bob's estimates and come back on Thursday to come to a consensus on the numbers.

Bob asked what a good number would be to set for contingency. Peter's feeling was that since the major risk of the site has been eliminated, 5% should be sufficient. This will be based upon the low bid amount of \$5.4m and be added into Bob's/Paul's budget.

Paul commented that as a group, the committee needs to exercise caution in language regarding Silver Petrucelli. With the 2 lengthy addenda it may look as if there were mistakes made, but it is not for the committee to judge. There will be a time for review and perhaps cause for corrective action at some, but this is not that time.

Nick had spoken with Town Counsel regarding sending a letter to Silver Petrucelli. Town Counsel indicated that if project is moving along, now is not the time to make waves with the architect. If there are problems they will show once the project is under construction and that would be the time to take action.

Peter asked for a recap of the figures that are known for certain. Bob was not comfortable with the contingency and felt it should be set higher, based on the sizes of the addenda. He felt 6% or 7% would be more in line. Peter said that if there isn't enough confidence in the drawings then go with the higher number. Committee was comfortable going with a higher number. Peter said that committee may want to figure a contingency on the soft costs as well. Bob reminded committee that as contingencies increase the number goes up, that's additional money that will have to be requested from the Town.

Bob wanted to know if additional funds would be necessary for Mr. Versteeg to do further code compliance review. Town's Building Inspector was waiting for Mr. Versteeg to send him his report. Committee needs to know if all of Mr. Versteeg's comments have been addressed by Silver Petrucelli. Peter will look into these matters. Bob indicated that there was a quote for Phase II 3rd party materials testing. Peter stated that \$10k should be put into the budget for this. Peter also stated that if Mr. Versteeg found problems in the drawings the correction most likely did not make it to the bid documents. He will follow up on this with Mr. Versteeg and Silver Petrucelli.

Charlie asked when the Committee would be receiving an updated set of drawings, with all of the changes incorporated. David Stein stated after the bid opening that he would provide these to the committee. David explained that all modified pages will be incorporated into the front of the documents.

Peter recommended adding to the spreadsheets, the exterior upgrades. Silver Petrucelli had provided options to the committee with estimates of \$100k. Design costs would add \$20k to this. The committee needs to see exterior option that they can agree upon.

The committee needs to prepare a presentation to the Town that will accurately represent what the Town is getting for their dollars. The presentation should include information on the process the

committee has gone through to get to the size and design that we are currently at. The Committee needs to show the Town's people that they have done their due diligence on this project.

Brian's thought was that when committee goes back for additional funds, they should ask for everything needed for the building, plus the exterior upgrades, and provide concrete information to the Town.

Charlie's comments were that when going back to the Town, the complete building, without deduct alternates is what will be pursued.

Joe Cassata will be drafting letters to federal, state, and local legislators seeking some financial assistance from them for the project. Peter will proof prior to letters going out.

Jim Rossman had suggested reviewing the bid with the low bidder to see if there were any areas where value engineering could be incorporated. Peter will check with USDA, but doesn't think they will allow this after the bids have been opened

Bob pointed out that the cost of annual maintenance and operations of the new building needs to be given some thought. Current costs on the existing buildings are needed to help project what they will be for the new building. Also to be investigated should be the cost savings associated by combing fire and ambulance under one roof.

Peter will contact Planning & Zoning to see what they need from Committee regarding site plans.

ADJOURN:

MOTION to adjourn was made by Jon Bosma, second by Greg Howell

The meeting adjourned at 8:25 PM

The next meeting is scheduled for Thursday August 6, 2015 at 7:00 PM