

DRAFT MINUTES
Penfield Building Committee
Board of Education Center
501 Kings Highway, 2nd floor
Fairfield, CT. 06825
Thursday, June 11, 2015

penfieldcommittee@town.fairfield.ct.us

Present: Mr. Bradley, Mr. Plotkin, Mr. Bellitto, Mr. Graceffa, Mr. Pitaniello, Mr. Speciale

Absent: Mr. Zieff, Mr. Bass, Ms. Corbett

Others: Mr. Chamberlain, Mr. McDonald, Mr. Heer, Mr. Procino, Ms. Dyer, Ms. Ewing, Ms. Holland

1. Call to Order

Mr. Bradley called the meeting to order at 6:03 p.m.

2. Confirmation of Quorum

Quorum confirmed.

3. Confirmation of Meeting Agenda

Mr. Graceffa moved and Mr. Speciale seconded a motion to add an agenda item, Review and Approve Outstanding Invoices. Motion passed.

4. Approval of Special Meeting Minutes from May 21, 2015, Regular Meeting Minutes from May 28, 2015

Mr. Bellitto moved and Mr. Speciale seconded a motion to waive the reading and approve Special Meeting Minutes from May 21, 2015. Motion passed.

Mr. Bass submitted an addition to the minutes of May 28, 2015. Add to Agenda Item 9. Mr. Bass made the following comment: "I realize that this committee is very diligent and having met twice each month for over a year, very competent with respect to this project. However, if memory serves me correctly, in just about every town officials meeting I have attended outside of our own, I heard about building project overruns and the need to hire independent project oversight. That said, I think it would be in the best interest of this committee and the town to learn from the past. I think we should hire someone, and believe it was, or should have been included as a potential cost of this project from day one."

Mr. Plotkin moved and Mr. Speciale seconded a motion to waive the reading and approve the minutes as amended from May 28, 2015. 3 in favor, 3 abstentions (Bellitto, Pitaniello, Graceffa). Motion passed.

5. Presentation of project final Construction Documents review and coordination with Shawmut – Kevin Chamberlain/Brian McDonald

Mr. Chamberlain said that since the last meeting the final drawings have been completed and coordinated with Shawmut. Mr. Chamberlain distributed the final CD set to the Committee. He distributed a Summary of drawing/spec development since the 5/28 set and reviewed it with the Committee (see attached document).

In regard to the storm water retention system, Mr. Chamberlain said it would be perforated piping under the building. Mr. Heer said that it would cost \$25,000 but that he is going to investigate other methods to reduce the cost.

Mr. Chamberlain commented on the added spec for grass and topsoil. He said that in the areas where there are no plantings, if the plantings are not accepted, they will plant grass.

Mr. Bradley asked if any of the changes or recent design and budget coordination effort would impact the budget. Mr. Heer said that he did not see a cost impact. They are absorbing the cost of the roofing and he will look for a cost saving method for the storm drainage line.

Mr. Pitaniello asked about Town Reviews. Mr. Chamberlain said he attended a Code Committee meeting. He said that Engineering made some comments. He met with Building Officials. He has given the Plans to the Fire Marshall who he will meet with next week. He has started filling out the paperwork for the Permits and the Plans will be reviewed after the papers for the Permit are submitted.

Mr. Speciale asked about the anti tracking pads. Mr. Chamberlain said that the anti tracking pads will be maintained by the contractor.

Mr. Bradley asked if there was a problem with the locker room floor. Mr. Speciale said that it was the outside decking floors. Mr. Chamberlain said that the decking expands and contracts and that some of it cantilevered. He said that the existing decking will either be thrown away or salvaged. Mr. Chamberlain said that the initial concerns of the Building Inspector dissipated when he saw the Plans and the existing decking will be replaced.

Mr. Chamberlain reported that the Special Permit for fill was approved by Zoning.

6. Presentation of current project budget and Committee approval to proceed with bid phase – Shawmut

Mr. Heer said that he is going to look at the drainage system and that it wasn't in the budget yet.

Mr. Bellitto stated that there was approximately \$48,000 over the funded amount. He asked in terms of contingency, is that money coming from the contingency. He also wanted to know if the amount from the drainage system will also come out of the contingency. Mr. Heer said that there is wiggle room because the bids will be different. Mr. Bellitto asked if the contingency is reduced to \$450,000 will that be enough. Mr. Procino said that the contingency is tight but enough to cover unforeseens. Mr. Pitaniello said that we are cutting scopes and that he is hoping for lower bidding.

Mr. Heer said that he will put out a notice of the upcoming bid. He said that there is already interest. Mr. McDonald said that they have already reached out to three moving contractors.

Mr. Bradley introduced a discussion about risk. He stated that this Committee will do its best not to come back with adds. He asked the design and construction Team how they felt about the drawings. Mr. Chamberlain said that he feels very confident. He said that no design is perfect and that it was not unusual to have a small number of change orders. Mr. Bradley said that drawings are imperfect to 2 %. Mr. Pitaniello said that it depends on the project.

Mr. Bradley said that the final risk was the unforeseens.

Category A – Electrical (wires, fixtures, etc). He said that he thinks they are covered now that the engineers have been through the building.

Category B – True unforeseen condition.

Mr. Pitaniello said that he is unsure they are covered for unforeseens. Mr. Bradley said that we have an Engineer MEP and asked if we satisfied Shawmut's concerns for unforeseens. Mr. Heer said, yes. Mr. Bradley said that the bid documents reflect everything we could think of from the owners perspective.

Mr. Bradley asked about builder's risk. Ms. Holland said that the Town gets Builders Risk Insurance and that it is billed to the Project. She said that bond costs also get billed to the Project.

Mr. Pitaniello asked about the Pre Con Services and if the \$74,172 is the number. Mr. Procino said that worst -case scenario is in there. Mr. Chamberlain said that we are very close to construction CD's. As a total budget, he said, we are on track and on architectural services, he didn't see them going over.

Mr. Bradley asked the Committee if they had any interest in reducing the contingency budget. The Committee discussed this.

Mr. Plotkin moved and Mr. Speciale seconded a motion to reduce the contingency from \$500,000 to \$450,000 and allow the Construction Manager to proceed with the bid phase based on the current approved budget. Motion passed.

7. Review and confirmation of bid, GMP, award and start-up dates and project master schedule – Shawmut

Ms. Holland said that she has been reviewing on an ongoing basis. Mr. Bradley asked if the bid can go out next week. Ms. Holland said yes.

Mr. McDonald reviewed the schedule – out to bid on 6/12, bids due on 7/8 with a bid period of 6/12 – 7/8, GMP on 7/23 and on site on 7/28.

Mr. Bradley asked if a Payment Performance Bond is required from both the CM and trade contractors. Ms. Holland said yes and that it has to be for the full value of the bid.

8. Review and Committee action regarding retaining project oversight function

Mr. Plotkin asked to what extent Mr. Michelangelo will be involved. Mr. Bradley said that he didn't know. He said that there was a consensus of the Committee for a third party oversight. Mr. Bellitto said that he thinks they need a third party oversight because everyone on the Committee have jobs and can't oversee the project. He felt that there is a cost involved but the money will be well spent.

Mr. Speciale asked Ms. Holland if she could arrange to recollect the bids. Ms. Holland said her preference would be to reject the proposals they have and go back out again. She said they would do some fine -tuning on the RFP. Mr. Bradley said that they need an oversight individual to run the change order log and budget. Mr. Pitaniello said to modify what was out there before and add some things such as attending meetings. Mr. Plotkin was concerned about what they can afford and thought they should look at this after the bids come in.

Mr. Bradley said that he will work with Mr. Pitaniello in an effort to provide Ms. Holland a revised RFP and ask her to reject the current bids and resubmit the revised RFP.

Mr. Graceffa moved and Mr. Bellitto seconded a motion to approve and proceed with the bid phase. Motion passed.

9. Review and approve outstanding invoices.

Mr. Bradley moved and Mr. Bellitto seconded a motion to approve invoices from DeStefano and Chamberlain, not to exceed \$48,720.03 pending review and approval by the subcommittee, Mr. Speciale and Mr. Bellitto. 5 in favor, 1 abstention (Plotkin). Motion passed.

The invoice from RACE for the Coastal Engineer site studies for flood and erosion for \$8,980.00 was tabled.

Mr. Speciale moved and Mr. Bellitto seconded a motion to approve expenditure of \$35,232 for additional Pre Con Services due to Shawmut. Motion passed.

10. Old Business

No old business

11. New Business

No new business

12. Public Comment

Ms. Ewing said that she wanted to comment on Mr. Bass's statement where he repeated what he heard at an RTM meeting. Ms. Ewing said that other projects that went over budget had Owners Reps. She pointed out that there are circumstances you don't have control over.

13. Adjourn

Mr. Plotkin moved and Mr. Bellitto seconded a motion to adjourn the meeting. Mr. Bradley adjourned the meeting at 8:00 p.m.

Andrew Graceffa, Secretary

Ellen Marks, Recording Secretary

DRAFT MINUTES SUBJECT TO REVIEW, CORRECTION AND APPROVAL BY THE PENFIELD BUILDING COMMITTEE OF THE TOWN OF FAIRFIELD