

SPECIAL PROJECTS STANDING BUILDING COMMITTEE

Monday, January 30, 2012

5:30 pm

First Floor Conference Room

Independence Hall

725 Old Post Road

Fairfield, CT 06824

FINAL MINUTES

Members Present: Rich Speciale, Gerard Keough, Jane Purcell, Mike Giaquinto, John Convertito (from 6:25-7:17 pm)

Members Absent: Al Kelly , Len Amato

Others Present: Sal Morabito, Craig Wiles, Eileen Roxbee, Phil Ryan, Judy Ewing, Cristin McCarthy Vahey, Lawrence K. Secor, CHMM from NAFIS & YOUNG, Meredith McCormack

I. Call to Order

Chairman Rich Speciale called the meeting to order at 5:32 pm.

II. Approve Minutes

Jane Purcell made a motion to approve the minutes of December 19, 2011. Jerry Keough seconded the motion which carried 3-0-1, Mike Giaquinto abstaining.

III. Approval of Invoices

Although the approval of invoices was next, the Committee went discussed item IV. while copies of the invoices were being made. Phil Ryan of the Purchasing Department said that Twig Holland was on medical leave and another staff member had left her job so the Purchasing Department was short-handed.

IV. To Review, Discuss and Act Upon a Proposal for Clerk of the Works

Mr. Keough made a motion to consider an Owner's Construction Representative (OCR) to represent the owner's interests with regards to the Sherman School additions and renovations. Ms. Purcell seconded the motion which carried 4 -0- 0.

The RFP had already been publically noticed, the bids had been returned, and a decision had been made to choose the lowest bidder. In addition, the bid had already been awarded and a representative of NAFIS & YOUNG, Lawrence K. Secor, CHMM, was in attendance and had already received a letter of agreement.

Mr. Secor discussed the qualifications of his firm and his own experience in manufacturing. He said as OCR, he would be onsite five hours a day for three days a week. He would review all drawings and specs and will keep a log of all hours and send the information by PDF.

Ms. Purcell asked if Mr. Secor if he was familiar with the FEMA issues, the tight budget, and the contractor, THP. Mr. Secor said he wasn't up to speed on the FEMA rules.

Mr. Ryan showed the Committee a copy of an email from Assistant Town Attorney Eileen Kennelly dated January 30, 2012 referring to suggested additions to the contract with NAFIS & YOUNG. Mr. Speciale asked Mr. Secor if he would have any difficulty submitting to the Committee what Ms. Kennelly had asked for her in email. Mr. Secor said he is agreeable to the additions Ms. Kennelly made to the contract. Ms. Purcell said that Mr. Secor's hours are not to exceed what was written in the contract and noted there will be some down time so some money could be saved. Mr. Secor said he applies hours as needed and creates a spreadsheet with hours, change orders, etc. Mr. Speciale said he wants to see a sign-in sheet for inspecting agencies and others on the job. Mr. Secor said he keep a daily log of this information. Mike Giaquinto asked some questions about the three bids and the hours and if the contract is lump sum. Ms. Purcell said it's an hourly rate, not-to-exceed contract. Mr. Giaquinto said the Committee needs to know early on if the OCR would request more hours. Mr. Giaquinto asked if the other players involved in the project know about the OCR and if there are any contractual issues with this new hire. Ms. Purcell said she's not sure if legal or purchasing checked this. The OCR would report directly to the Committee and acts as an observer, not an inspector. Mr. Secor said there are no reimbursables and he believes the multiplier is for overhead. It was confirmed that there would be no multipliers or reimbursables included in the contract. Ms. Purcell noted that multiplier is not in the contract but in the bid. Mr. Ryan said before the contract is viable, the First Selectman will be asked to sign the award letter along with Fiscal Officer Paul Hiller (in Ms. Holland's place).

Mr, Giaquinto made a motion to accept NAFIS & YOUNG's contract not to exceed \$19,250 and include the amendments suggested by the Assistant Town Attorney in her email dated January 30, 2012. Ms. Purcell seconded the motion which carried 4-0-0.

V. Approval of Invoices

The committee then started discussing a long list of invoices for item III. This resulted in a lengthy discussion about where certain invoices were, whether or not the item had been previously voted on, and whether or not the work was done according to the contract. Backup was missing for two overdue invoices for Wiles Architects--#5063 in the amount of \$5,451.00 and #5068 in the amount of \$1,725.00. No action was taken. Sal Morabito said these two invoices did not show up on the last cost report. Ms. Purcell asked Craig Wiles why these invoices weren't submitted earlier. Mr. Wiles said they got lost.

Ms. Purcell made a motion to approve invoice #5088 for Wiles Architects in the amount of \$1,366.09. Mr. Keough seconded the motion which carried 4-0-0. Ms. Purcell made a motion to approve invoice #5082 for Wiles Architects in the amount of \$1,986.00. Mr. Keough seconded the motion which carried 4-0-0.

Regarding invoice #5080, Mr. Speciale asked Mr. Wiles if he has the time tickets. Mr. Wiles said he does not have them. Ms. Purcell asked when the Committee had approved additional services for the architect.

Mr. Wiles said the Committee had approved additional services for abatement, but Mr. Speciale said that was for the consultant to do monitoring of removals. Mr. Wiles asked who was supposed to work with and help the consultant and that is why Wiles got involved which became an extra service. Mr. Keough made a motion to approve invoice #5080 for Wiles Architects in the amount of \$3,905.00 with the caveat of getting more information going forward. Mr. Giaquinto seconded the motion which carried 4-0-1, Ms. Purcell abstaining (Mr. Convertito arrived at this time). Mr. Giaquinto said he wants the architect to notify the Committee before expending money.

Mr. Wiles showed the Committee photos of areas that were not supposed to be abated but had been anyway.

Regarding invoice #5081 for Wiles Architects, Mr. Speciale questioned the number of hours but recommends paying this. Ms. Purcell said the Committee should know ahead of time about any additional services before they are performed. Mr. Keough reminded the Committee that the Executive Committee can approve up to \$15,000 of invoices in between meetings to avoid delay and then come back to the regular meeting for final approval. Mr. Keough made a motion to approve invoice #5081 in the amount of \$3,015.00. Mr. Giaquinto seconded the motion which carried 4-0-1, Ms. Purcell abstaining. Mr. Giaquinto made a motion to approve an invoice for Land Surveying Services in the amount of \$650.00. Mr. Keough seconded the motion which carried 5-0-0. Mr. Giaquinto made a motion to approve invoice #26134 for Special Testing Laboratories in the amount of \$504.00. Mr. Convertito seconded the motion which carried 4-0-1, Mr. Speciale abstaining. Mr. Giaquinto made a motion to approve an invoice for Walter Stapleton in the amount of \$480.00. Mr. Convertito seconded the motion which carried 5-0-0. Mr. Giaquinto made a motion to approve AHC's invoice #10292 in the amount of \$12,000. Mr. Convertito seconded the motion which carried 5-0-0.

Regarding invoice # A011205 for AMC, Mr. Speciale said he doesn't know the criteria on how many samples to clear. Mr. Morabito said the amount depends on the set-ups. This number of samples is not unusual and he has worked with AMC before and doesn't question the company. Mr. Speciale said he is also bothered by the carrier fee. Mr. Keough made a motion to approve invoice # A011205 for AMC in the amount of \$5,175.63. Mr. Giaquinto seconded the motion which carried 5-0-0. Mr. Keough made a motion to approve invoice # A121116 for AMC in the amount of \$2,930. Mr. Giaquinto seconded the motion which carried 5-0-0. Mr. Keough made a motion to approve invoice #A011226 for AMC in the amount of \$3,521.88. Mr. Giaquinto seconded the motion which carried 5-0-0.

An invoice from AAIS, 09503 in the amount of \$12,611.75 for additional asbestos removal, was discussed at length. Mr. Keough made a motion to approve invoice #09503 in the amount of \$12,611.75 for AAIS. Mr. Convertito seconded the motion which carried 5-0-0. Mr. Keough made a motion to approve invoice #09448 in the amount of \$2,527 for AAIS. Mr. Giaquinto seconded the motion which carried 5-0-0.

Mr, Keough made a motion to approve invoice #09465 in the amount of \$3,465.60 for AAIS. Mr. Giaquinto seconded the motion which carried 5-0-0. Mr. Convertito made a motion to table approval of the invoice for Fairfield Testing Laboratory, 11-12-25 in the amount of \$5451.00 to the next regular meeting to get the original RFP and backup. Mr. Giaquinto seconded the motion which carried 4-0-1, Mr Speciale abstaining.

Ms. Purcell made a motion to approve invoice #5239 for THP for Application #2 as revised in the amount of \$76,855. Mr. Giaquinto seconded the motion which carried 4-0-0, one member having left. Mr. Giaquinto made a motion to approve invoice #5249 for THP in the amount of \$258,900.65. Ms. Purcell seconded the motion which carried 4-0-0.

Mr. Speciale said PCO #8 was changed to a not-to-exceed amount. Mr. Giaquinto made a motion to approve PCO #8. Mr. Keough seconded the motion which carried 4-0-0. Regarding PCO #10, Mr. Wiles said the fire marshal said the doors have to fire-rated. The original amount was \$3,214.00. The mark up and bonds were questioned. Mr. Giaquinto made a motion to approve the scope of PCO #10 and the base amount of \$3,214, said amount does not include the subcontractor, general contractor, markup or bond. Mr. Keough seconded the motion which carried 4-0-0. Mr. Speciale asked Mr. Ryan to provide the THP contract to Wiles and the OCR so they could pursue the matter.

Mr. Giaquinto made a motion that PCO #11 be resubmitted and approved if appropriated by the executive committee. Mr. Keough seconded the motion which carried 4-0-0. PCO #12 has been revised. No action was taken. Regarding PCO #13, Ms. Purcell said the Committee was never informed of this cost. Mr. Giaquinto made a motion to deny the requested PCO based on the Committee approved request of value-engineered cost savings all inclusive price and deny on the previous PCO #7. Mr. Speciale seconded the motion which carried 4-0-0. The original proposal to change the HVAC units from Trane to AAON was done as a cost savings from Value Engineering. The committee questioned additional costs from the original quote.

VI. Update on Project Status

The update on the project status was not given.

VII. Old Business

There was no old business.

VIII. New Business

The ERV issue was discussed because a decision would have to be made by the end of February. Ms. Purcell suggested bringing it up at the Wednesday meeting at Sherman. Ms. Purcell said the Committee needs all the numbers from THP to make a decision prior to the next building committee meeting. The shop drawings are needed and the process needs to get started. There is a significant lead time for the rooftop equipment and a decision should be made at the next meeting so as not to delay the schedule.

IX. Public Comment

Meredith McCormack asked about the plans to have HVAC in the classrooms once the project is done and if there is additional funding. Mr. Speciale said it's the Committee's intention to go back and get that funding.

Judy Ewing commented that there seemed to be a step missing in the process of hiring the OCR, not that she disagreed with their decision. She said that she couldn't find anything under New Business in the meeting minutes of December 19, 2011 about going out to bid for an OCR and asked if the Committee had had a Special Meeting since then. Mr. Speciale said that it had been discussed and agreed upon by the Committee. He said that Ms. Holland had suggested it.

Her second comment was that the invoices should be reviewed by an individual or a subcommittee, and recommendations should be made to the Committee as a whole to avoid the lengthy discussion about all the details that had occurred at the meeting. Ms. Purcell said she got the information too late to review. Mr. Speciale said one member was out of the country and another couldn't attend at 5:30 pm, and that the Committee was too small to have a subcommittee.

X. Adjourn

Mr. Giaquinto made a motion to adjourn the meeting at 8:15 pm. Mr. Keough seconded the motion which carried 4-0.

Respectfully submitted,

Jennifer S. Carpenter
Recording Secretary