

BRS Town Building Committee Meeting

December 2, 2009

COMMITTEE MEMBERS PRESENT: David Barkin, Vice Chair; Marc Estra and Sandy Stein.

STAFF MEMBERS PRESENT: Marsha DeGennaro, Clerk.

CALL TO ORDER: Vice Chair, David Barkin, called the meeting to order (6:40 PM).

PUBLIC COMMENT – None

Changes to the minutes were requested by both Ms. Stein and Mr. Barkin. Ms. Stein asked that the last sentence in the third paragraph on Page 1 be changed to “*It was also noted that it is likely that the public works facility will be included in the referendum process, which could impact community support*”. Mr. Barkin requested in the last paragraph on Page 1, in the first sentence, delete reference to “cost estimator” also Greg Van Duesen should appear with BVH not Newman under Architects.

As a quorum was not present and no action could be taken, revisions to the draft Request for Proposal for Construction Manager services was discussed.

- It was agreed this would be a Request for Proposal rather than a Request for Qualifications.
- The GMP (guaranteed maximum price) process was questioned. As the GMP is the bottom line number, generally, numbers will be inflated to create flexibility for unanticipated changes, which could potentially generate shortcuts in the process. Why not opt for “at-risk” and an open book process rather than pay for a built-in cushion. If the project is managed well, there will be cost control thus reducing 10-15% of the construction value cost. It was noted that daily monitoring of this project by the Building Committee or Board of Selectmen was not a feasible option. This is a public municipality project and utilization of GMP is the standard option unless an Owner’s Rep is hired, which will add additional fees to the cost of the overall project. A GMP is also an open process as all contingencies must be approved by the Building Committee and the Board of Selectmen. Minimal change orders should occur as the only changes submitted should be in scope. Language on a “Construction Manager (CM) at Risk” will be researched in the AIA contract.
- Eliminate references to Phases. Change all references of pre-construction to pre-referendum. Consolidate phases into Pre and Post Referendum costs.
- Consideration should be given to inclusion of language under “instrument of services” in the Architect/Engineering contract that provides Woodbridge with perpetual license for all electronic documentation, i.e., cad files, pdf, and rivet. Mr. Barkin has contacted David Stein at Silver, Petrucelli as well as Randall Luther at Tai Soo Kim to obtain their prior building project cad files.
- It was requested that the Building Committee have an opportunity to review the Architect/Engineering contract prior to signature.

Ms. Stein left the meeting (7:54 PM).

- All subcontractors must provide documentation of a MOD/EMR (Experience Modification Rating) of 1.0 or lower.

- Under “Construction Documents”:
 - ◆ (B) Add “CM will manage FTP (File Transfer Protocol) site for construction phase of project. FTP site to include all construction drawings, submittals, RFI’s, change orders, etc. FTP site shall allow access by Architect/Engineering staff, committee members, commissioning agent, energy consultant and subcontractors”.
 - ◆ Change number of photographs to “minimum of 25” and add “properly labeled for each location”. Modify remaining language to indicate pictures will be turned over monthly rather than at the end of the project.
 - ◆ Add “K” – “coordinate with the owner’s commissioning agent”.
 - ◆ Add “L” – “Provide all necessary supporting documentation to the architect for LEED certification”.
- Under “Proposal Format”
 - ◆ Add at the end of #4 “Specific experience with public school construction projects within the State of Connecticut should be highlighted along with experience with administering LEED projects.”
 - ◆ Add #15 – “Provide documentation from your insurance carrier on your EMR (Experience Modifying Rating) for the last three years.”
 - ◆ Eliminate #16 in its entirety “*If you bid on the add-alternate for services, if a project is not approved by voters, describe the method for calculating the fee for your services*”.
- Change timeline to January/February 2010 for CM selection.
- On Bid Form modify chart to include phase and total cost, eliminate other columns. Eliminate paragraph – “*Please note that reimbursable costs will be limited to printing costs associated with external distribution, special postage and handling charges, and renderings, mock-ups, and presentation materials requested by the owner. These costs will be allowed at face value excluding any mark-up. All other reimbursable costs are to be included in the lump sum cost*”.

Adjourn: 8:39 PM