

TOWN OF NEWINGTON

WEST MEADOW CEMETERY EXPANSION PROJECT BUILDING COMMITTEE

MEETING MINUTES

March 2, 2009

TOWN HALL CONFERENCE ROOM 1

- I. Call to Order – Chairperson Cohen called the meeting to order at 5:50 pm.
- II. Roll Call – Members present: Myra Cohen, Kris Nasinnyk, and Diana Kurz. Others present: Jim Fuda, BSC Group; Dennis Bonitsky, Supervisor of Parks, Grounds and Cemeteries (ret.); and Jeff Baron, Dir. of Administrative Services.
- III. Public Participation - None
- IV. Approval of previous meeting minutes – Ms. Nasinnyk made a motion that the minutes of the January 12, 2009 meeting be approved as presented. Second by Ms. Kurz. The motion passed unanimously.
- V. Review and take action on project bids – Mr. Baron distributed an email from Mr. Woods wherein Mr. Woods recused himself from deliberations on award of the bid, in accordance with the Town's ethics ordinance, as his firm was involved in the bid and he had a conflict of interest. Mr. Baron distributed the bid results and an analysis letter prepared by David Crispin of BSC Group. Bids contained a Base Bid lump sum amount and a unit price that is used to calculate the allowance for rock removal. There were also three Add Alternate items, two for cremains niche facilities and one for veterans/armed forces monuments. The firm that had bid the lowest base bid lump sum amount, Mastrobattisto, was not the low bidder when the rock removal allowance was computed and added in. Mastrobattisto told BSC Group that the unit price on their bid form as submitted was in error, claiming the figure on the bid form was intended to be their total allowance, not their unit price. Mr. Baron distributed copies of their bid form. The Town does not allow bidders to change their bids after bids have been opened. Accordingly, Mastrobattisto's total bid will be computed using their amount for rock removal as a unit price, as stated on the bid form, not the total allowance.

That results in Catco Construction of Bristol being the lowest bidder for the base bid, and Paramount Construction of Newington being the lowest bidder for the base bid plus alternate one and/or alternate two. These are the add alternates for the cremains niche facilities. Catco is also the low bidder for the base bid plus alternate three, the veterans/military service memorial monuments. Mr. Crispin's analysis was that the prices for alternate three were substantially higher than anticipated. The consensus of the committee members was that the niche facilities were a better value for the money.

Paramount Construction's lump sum base bid, rock removal allowance amount, alternate one amount and alternate two amount, total \$425,500. The construction line item in the project budget is \$386,200. This budget has \$50,000 in revenues that are unexpended, unencumbered and are not assigned to any line item. BSC Group estimates that roughly \$15,000 would be needed to survey and lay out grave monuments after construction is completed. The remaining \$35,000 could also go towards construction, increasing the construction budget total to \$421,200. The remaining \$4,300 needed to reach the Paramount Construction bid total would come from the project contingency. That would reduce the project contingency amount from \$38,620 to \$34,320, which is roughly 8% of the construction cost.

BSC Group did not have the opportunity to check the references of Paramount Construction, primarily due to the snowstorm the day of the meeting. Ms. Nasinnyk made a motion that the West Meadow Cemetery Expansion Project Building Committee accept the bid of Paramount Construction of Newington, contingent upon a successful check of their references by BSC Group, for the Base Bid, Additive Alternate One, the northern niche facility, and Additive Alternate Two, the cremains area niche facility, for the total amount of \$425,500, and that the Committee refer and recommend acceptance of this bid to the Newington Town Council for approval and authorization to allow the Town Manager to enter into contract with Paramount Construction. Second by Ms. Kurz. The motion passed unanimously.

- VI. Any Other Business Pertinent to the Committee – The Committee agreed by consensus that all change orders for the project would be approved by the Committee. Mr. Baron will determine in late March if project activity warrants holding the regularly scheduled April meeting.
- VII. Public Participation – None.
- VIII. Adjournment – the meeting adjourned at 6:16 pm.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services