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TOWN HALL RENOVATIONS PROJECT BUILDING COMMITTEE

SPECIAL MEETING MINUTES

January 16, 2019

John O. Harpie
Town Clerk

Town Hall Lower Level, Conference Room L101

- I. Call to Order – Mr. Harpie called the meeting to order at 5:00 PM.
- II. Roll Call – Members present: Joe Harpie, Chairperson; Beth DelBuono, Jim Marocchini, Rod Mortensen, Ed Murtha (arrived at 5:02 PM), and Don Woods (via speakerphone). Others present: Roy Zartarian, Mayor; Joe Desautel and Tom Romagnoli, Downes Construction Company; Tom Arcari and Kyle Baron, Quisenberry Arcari + Malik Architecture; Tanya Lane, Town Manager; Dave Langdon, Director of Facilities Management; and Jeff Baron, Director of Administrative Services.
- III. Approval of Prior Meeting Minutes – Mr. Marocchini made a motion that the minutes of December 19, 2018 be approved as written. A second to the motion was made by Mr. Mortensen. The motion passed by a vote of 5 YES to 0 NO.
- IV. Public Participation – None.
- V. Bid Status – presented by Mr. Romagnoli. Downes Construction received bids for all 21 bid packages. There were 110 bids submitted. The schedule had reduced the time for scope review. Downes Construction is on track to complete scope review by January 18th. They are interviewing one or more subcontractors for each trade. They are entering into a value management process during these discussions, also. Some cost management strategies have been discussed. There have been detailed conversations on where money can be saved without impacting quality. They have been working closely with Mr. Langdon and the design team. The design team will need to review before Downes Construction can put pricing to these ideas. The value management process has been extended until January 29th. Downes Construction expects to have a list of items to provide to the Building Committee on January 30th for their consideration. The schedule calls for the Building Committee to consider the Guaranteed Maximum Price (GMP) on February 6th, and to forward it on to the Town Council for approval. It was noted that two Town Council members will be away on or by February 3rd. Mr. Romagnoli informed the Committee that a Storm Water Pollution Control Permit will be required by the Connecticut Department of Energy and Environmental Protection (DEEP). There is a 60 day lead time. If it is submitted by January 28th, Downes Construction can't put a shovel in the ground (although it can start selective demolition) until March 28th. A question was asked about what triggered this requirement. Mr. Kyle Baron replied that it is required if the site is over five acres, also that it is a municipal site. Mr. Romagnoli added that the

storm water pollution control requirements are in the bid documents, but they need to be approved by the State, and the fee paid for the permit. Mr. Desautel asked how many times the GMP had to go to the Town Council for approval. He was told it was one time. Discussion then ensued about scheduling to accommodate the Town Council to allow all Town Councilors the opportunity to vote on the GMP proposal. The Town Manager inquired about a scenario where the project didn't include everything. She is looking not only for a GMP that is within the Town's budget, but also costs for each of the alternate bid items. Mr. Harpie added that it is critical the Building Committee makes certain that the project meets the scope of work within the parameters included in the Town's Request for Proposals. After the GMP proposal is presented by the Committee to the Town Council, it can say, here is the cost, here is the risk. If the Town Council is not happy, the project will come back to the Building Committee.

Mr. Romagnoli discussed the high risk items, beginning with the removal of contaminated soil. At the current time, 1,500 tons of contaminated soil are budgeted to be removed at \$125 per ton, for a total of \$187,500. There is a risk that this amount could be exceeded. Mr. Harpie asked if allowances will be included in the GMP proposal. Mr. Romagnoli said that they would be included. Mr. Harpie also asked about disqualifications. Mr. Romagnoli responded that exclusions and assumptions will be in an exhibit to the document. Mr. Romagnoli discussed acceptance of the basement alternate and potential water table issues. If this alternate is accepted, they will have to control the water table. Any contaminates are not part of the geotechnical analysis. He also discussed connecting the footing drains to the storm system by adding an ejector pump, winter conditions, and finalization of the Owner soft costs and contingency. For this last high risk item, Mr. Romagnoli wants everyone to understand what the soft costs are and to make sure that they are all included. Mr. Murtha asked if these high risk items were added costs to the \$28.8 million approved at referendum. Mr. Romagnoli responded that no, current unknowns were not necessarily in the project budget. Mr. Romagnoli then identified the cost for each Add Alternate Bid item, and the trades affected. The cost for each Add Alternate Bid item are as follows: Alt. 1, Gymnasium Expansion, \$413,437; Alt. 2, Basement, \$745,782; Alt. 3, Generator, \$228,332; Alt. 4, Kitchenettes, \$138,164; Alt. 5, Spray Foam Insulation on the Exterior Wall, \$120,409; Alt. 6, Gym Equipment, \$174,330; Alt. 7, Parks and Recreation Kitchen, \$155,757 (this number still needs some vetting); and Alt. 8, Roof Screen, \$388,525. Mr. Marocchini asked if overhead and profit were factored in to these amounts. He was told that they were. Ms. DelBuono, returning to the high risk items, noted that the risk is digging into the water table and controlling pollution. Anything that is not anticipated would be an extra cost. Discussion on the ejector pump determined that it would be permanent, not temporary. Mr. Mortensen asked about power to run the ejector pump. Mr. Arcari responded that yes, it would need power and that it was not to pump the drains around the perimeter of the building, but will help keep the basement dry. Mr. Murtha stated that \$28.8 million was all the Committee had to spend. Mr. Marocchini responded that the Building Committee arrives at the project that it feels the Town should have and the Town Council will decide where the money comes from.

Mr. Romagnoli then reviewed a list of 22 value management items. This list will grow. There is no pricing that can be shared as of yet. The design team has to review these items. Mr. Harpie asked if plumbing was part of the base for the Parks and Recreation kitchen. He was told that it included rough-in for HVAC (heating, ventilating and air conditioning), plumbing, and electrical. The same was true for the generator, so it could be added at a later date. Mr. Harpie asked about the bump out for the gymnasium. Mr. Desautel responded that you would only build it now. The Mayor asked if the public safety Emergency Operations Center would remain on the police department generator. He was told that it would. Mr. Romagnoli then presented the anticipated construction schedule. It calls for the Transition Academy abatement to begin on March 27th, and for the project to be substantially complete on June 19, 2020. Mr. Marocchini asked if the whole building would be knocked down and disposed of as hazardous waste. Mr. Romagnoli replied that no, abatement would happen first. Mr. Murtha asked who would want to take the contaminated soil. Mr. Romagnoli responded that it has to go to a facility that will receive asbestos containing material. Mr. Marocchini asked about the big picture of price, and at what point contingency would be added back in. Mr. Romagnoli told him that the 3% construction manager's contingency will be carried. After the high risk items have been dealt with, then the construction manager's contingency can be revisited. Most of the high risk items won't be concluded until the end of the project. Mr. Harpie asked if the design contingency will be released. He was told yes, that it would be. Mr. Romagnoli concluded his presentation by discussing the Site Logistics Drawings that were shared with the subcontractors. It has a lot of detail. He noted that there will be a temporary bituminous sidewalk between the old Town Hall and the new Town Hall once the new building is constructed. This Site Logistics Plan will be reviewed with the police department, the fire department, and other Town departments to include their safety requirements.

- VI. Project Update – Mr. Harpie opened this agenda item by stating that there was a lot of discussion on the basement. There is the possibility of an alternate plan, which he called on Mr. Arcari to present. This is the Basement Alternate Approach. Mr. Arcari began with the current concept site plan that was included in the base bid. He then showed this plan with the existing Town Hall plan laid over (on top of) it. If the basement was not included in the new Town Hall, the most viable plan would be to leave some of the current building. You could cut the existing Town Hall by the current Building Department and Facilities Management Office. This is physically possible. Soil pressure against the building would require a face. A re-roofing would also be needed, that ties in the roof drain to the storm discharge. New mechanical and electrical service for this area would also be needed. A ball park cost is \$500,000 to \$750,000. The Basement Add Alternate cost presented earlier in the evening was \$745,782. If you did the Basement Alternate Approach, you wouldn't need the Add Alternate Bid item. There is still a risk. Risk is associated with demolition to the adjacent area. The Town Manager asked if there was a requirement that Board of Education records had to be housed in the Board of Education's building. Mr. Arcari responded that he did not know, that he would have to

research that. The Town could also explore putting an addition on to the building. Ms. Lane asked if all these things discussed would have an additional design cost. She was told that they would. Mr. Arcari also presented options of leaving the existing Community Center or leaving the auditorium and north end of the current Town Hall. The Town Manager asked how long he had been exploring these alternate approach options. She was told about one week, due to concerns about the basement. Ms. Lane stated that staff should have been invited to participate and that the building committee should have been notified also. Mr. Arcari stated that the trade bid review process was very positive and thorough. It was yielding a lot of information about the project and the scope of work. It was saving by eliminating the potential for change orders. These options (Basement Alternate Approaches) may not make financial sense. The cost was similar to building a basement without those risk elements. These options were not taking away proposed parking. Phasing issues would have to be vetted. Mr. Harpie stated that there was a need for cold storage. It was important to the Town and to the Board of Education. We don't want the project to fail because of cold storage. Mr. Arcari added that, if the basement isn't built, an Alternate option that was constructed that meets the Education Specification requirements would be eligible for reimbursement. If it doesn't meet those requirements, there would be no reimbursement. Mr. Mortensen stated that if we have the money, he would prefer to keep the basement within the building. Ms. DelBuono asked if the Committee would be too far in to opt out if it decided to move forward with the basement. She was told that yes, it would be too far in. Mr. Arcari observed that no project happens without risk. That is why you vett the bids. Also, that is why you maintain an owner's contingency. That's what it is for.

Mr. Desautel stated that he was troubled by this practice. The Committee doesn't know where it is, dollar-wise. Downes Construction needs to put dollars to the value management items and present a menu for the Building Committee to consider. He commends the effort, but it is way too premature to consider such decisions. Downes needs to finalize scope reviews, then present a menu with alternatives. The Building Committee is not there yet. That information will be provided later. Mr. Harpie responded by stating that there was a high risk to the financial stability of the project that was identified early on. There will only be a short time range. There is no special agenda.

Ms. DelBuono asked about parking for the gymnasium expansion. Mr. Arcari responded that there were three options for the gym. The gym that was included in the base bid seats about 900. Originally, there were two high school courts, left to right, with seating for 500 to 700, depending on the configuration. There is also the Add Alternate Bid item, with a 900 square foot addition. This would allow for both high school sized courts, with more seating, from 600 to 1,100 or 1,200. Existing parking is 330 total spaces. The proposed campus has 367 parking spaces. This meets what is required by zoning ordinances. Other municipalities have less restrictive requirements, namely one parking spot for every four people of capacity in large assemblies. One also has to look at the campus that is beyond the 367 spaces, such as the Senior and Disabled Center and Office Furniture, Inc. The amount of parking lines up with seating in the Add Alternate Bid item gymnasium. Keep in mind that the occupant level for gym egress is greater. It

could handle 1,500 or 1,600 people in the gym. Most days, the gym will have 100 to 200 people.

- VII. Any Other Business Pertinent to the Committee – none.
- VIII. Public Participation – Rose Lyons, 46 Elton Drive, spoke primarily about financing for the project. Chris Miner, 119 Revere Drive, spoke about the elevation of the proposed building in relation to the water table. Gail Budrejko, 21 Isabelle Terrace, spoke about soft costs and the Add Alternate Bid items.
- IX. Comments by Committee Members – Responding to public participation, Mr. Harpie stated that both Quisenberry Arcari + Malik and Downes Construction would be available to the Town Council for meetings. FF&E (furniture, fixtures, and equipment) is not included in the soft costs. He stated that soft costs are being re-evaluated. The priority of Alternate Bid items is expected to be presented to the Town Council. The Town Council will make the final decision on any Building Committee recommendations. The Facilities Manager has been to all of the scope review meetings. The last voice will be the Town Council. Mr. Marocchini stated that the Committee doesn't have the numbers to worry about the Alternate Bid items. Mr. Marocchini noted that a subcommittee was mentioned by the construction manager. This wasn't discussed, although he felt it should have been. He doesn't think that having a subcommittee is a good idea. A spirited discussion ensued between the Chair and Mr. Marocchini, which did not result in any formal action by the Committee. It was followed by further discussion about the possible formation of a subcommittee and communication between Committee members. This discussion was primarily amongst Ms. DelBuono, Mr. Mortensen, and Mr. Desautel. Mr. Woods concluded this Agenda item by thanking the other Committee members for allowing him to participate via speakerphone. He felt that the gymnasium bump out was not just a seating issue, it is a program need. Option 3 works for the Parks and Recreation Department, options 1 and 2 did not. This was a real concern for the Parks and Recreation Department. He also felt that it was best to have a professional on the job as best as we can afford. It is not being smart to not have a Clerk of the Works or Owner's Representative. He believes it is important.
- X. Adjournment – the meeting adjourned at 7:01 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron,
Director of Administrative Services