

South Windsor Public Building Commission
Minutes – Regular Meeting– December 9, 2015

A regular meeting of the Public Building Commission was held on December 9, 2015 at 6:30 PM at the Administrative Office Building, 1737 Main Street. The following people were in attendance:

Members Present: Howard (Hap) Fitts, Carol Kelley, Jim Neary, Charley Lyons, Matthew Montana, Edward O'Connell and Bernard Thomas.

Also Present: SWPS Representatives, Dr. Kate Carter, Patrick Hankard; Colliers International Representative Chuck Warrington; Drummey Rosanne Representative Jim Barrett and Gilbane Representatives Karrie Kratz and Nick Conte.

Chairman Fitts called the meeting to order at 6:30 PM.

Approval of Minutes of November 4, 2015 and November 18, 2015

Mr. O'Connell suggested that the references to Strategic Building Solution be changed to their current name of Colliers International

On a motion made by Mr. Neary, seconded by Mr. O'Connell, the minutes of the November 4, 2015 and November 18, 2015 meetings were approved pending the reference changes. Motion passed unanimously.

Review of Correspondence/Communications and Comments from Public: No comments were made.

Orchard Hill Elementary School Project Update: Mr. Warrington advised the commission that the state granted the request for sole source items for the project. In addition, he advised that next month Colliers will be presenting the commission with requests for special inspections coordinator and materials testing laboratory/special inspections. He provided the commission with background information on those two requests. He indicated that the special inspections coordinator would be charged with reviewing the inspection reports and providing the commission with a monthly report on the findings. He noted that it was the preference of Chris Dougan that the structural engineer on record perform those services. As the structural engineer serves under DRA, Colliers will be requesting DRA to present the commission with an "add service" item to its existing contract. With regard to the materials testing lab and special inspections, Colliers recommends going with the state contractor.

Mr. Warrington also addressed a requirement for storm water general permit inspections and monitoring as required by CT DEEP-WPED-GP-015. He noted that the commission members were provided with background information on this topic prior to the meeting. The DEEP requires weekly inspections for all storm water controls. An RFP is being developed in order to procure those services.

Ms. Karrie Kratz introduced Mr. Nick Conte, Gilbane's project manager for this project, noting that he brings a wealth of K-12 knowledge as well as enthusiasm for this project. She provided the commission with an update on the bid process, noting that as of yesterday Gilbane conducted a round of calls to all potential bidders. She noted that they have a listing of over 300 contractors that they conduct outreach to in order to alert them to the project to generate interest. These calls are made in addition to the bid advertisement. Currently there are 115 bidders looking at the project. She advised that the original bid due date was slated for December 17, however, after learning of difficulties meeting that date from several potential bidders, some of the packages have been moved out to a December 23 bid date. She advised that there was a good showing of interest during for the pre-bid walk through with 30-40 vendors attending. Mr. Neary stressed the importance of American made products and questioned whether the bid package included mechanicals naming their subs, to which Ms. Kratz confirmed. Mr. Thomas inquired as to how Gilbane broke out the bid packages in order to cover the legislative requirements for

set asides based on CHRO. Mr. Warrington advised that Karrie Kratz has worked with CHRO regarding meeting those requirements, advising that CHRO came back with an additional 5-6 packages which should include the set asides. Mr. Warrington and Mrs. Kratz provided details regarding the break outs to account for the requirements. In response to Mr. Thomas' question regarding the dollar percentage for the set asides, Mr. Warrington noted that roughly \$2.5MM of set asides will be accounted for in the \$28MM construction budget. In addition, Gilbane has slated other packages such as electrical, final cleaning and window treatments as set asides and continue to coordinate with CHRO to meet the requirements. Ms. Kratz continued to update the commission on the bid process, noting that by mid-January the commission will have a strong indication of where the project is tracking in relation to the budget. Mr. Warrington indicated that he could send out status updates to the commission regarding the process as well as questions posed by bidders.

NEW BUSINESS

Discussion of state CHRO (Commission on Human Rights and Opportunities) requirements, Equal Employment Opportunity and Affirmative Action Plans. (See discussion above)

Approve 2016 Calendar of Meetings

On a motion made by Mr. Montana, seconded by Mr. O'Connell, the commission voted to approve the 2016 calendar of Public Building Commission meetings. Motion passed unanimously.

Approval of Invoices:

On a motion made by Mr. O'Connell, seconded by Mr. Montana, the following invoices were approved:.

- Invoice#3452498 from CT1 Media in the amount of \$557.32.
- Invoice dated 11/3/2015 from Macchi Engineers, LLC in the amount of \$4,500 for professional engineering services.
- Invoice#015 from DRA in the amount of \$38,439.78 for professional services from November 1, 2015 to November 30, 2015.
- Invoice # 515054 from Murtha Cullina in the amount of \$1,800 for professional services for the month of July 2015.
- Invoice #519754 from Murtha Cullina in the amount of \$8,568 for professional services for the month of October 2015.
- Invoice #516428 from Murtha Cullina in the amount of \$3,792 for professional services for the month of August 2015.
- Invoice#15080 from Colliers International in the amount of \$6,812 for professional services from November 1, 2015 to November 30, 2015.
- Invoice#1750 from Sustainable Engineering Solutions, LLC in the amount of \$3,125 for professional services ending 11/30/2015.
- Invoice#2015-070A02 from Friar Associates in the amount of \$1,800 for the remainder of professional services.

Motion passed unanimously

There being no further business to be brought before the commission, a motion was made by Mr. Neary, seconded by Mr. O'Connell, to adjourn the meeting at 7:00 PM.

Respectfully submitted,

Ann Walsh
Clerk to the Public Building Commission