

**South Windsor Public Building Commission**  
**Minutes – Regular Meeting– January 13, 2016**

A regular meeting of the Public Building Commission was held on January 13, 2016 at 6:30 PM at the Administrative Office Building, 1737 Main Street. The following people were in attendance:

Members Present: Matthew Beaulieu, Carol Kelley, Phil Koboski, Jim Neary, Charley Lyons, Matthew Montana, and Edward O'Connell

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

Vice Chairman Charles Lyons called the meeting to order at 6:30 PM.

Election of Officers

Vice Chairman Lyons requested Mrs. Kelley to call for the election of the Chairman. Mrs. Kelley requested nominations for Chairman.

Mr. Beaulieu nominated Mr. Koboski to serve as Chairman. Mr. Montana nominated Mr. Neary to serve as Chairman. The clerk called the roll for votes for Mr. Koboski to serve as Chairman. The following members voted in favor of Mr. Koboski: Mr. Beaulieu, Mrs. Kelley, Mr. Koboski, Mr. Lyons and Mr. O'Connell. Mr. Montana and Mr. Neary voted no. Mr. Koboski was elected Chairman by majority vote.

Mr. Koboski called for nominations for Vice Chairman.

Mr. Beaulieu nominated Mrs. Kelley to serve as Vice Chairman. There were no other nominations for Vice Chairman. The clerk called the roll for votes for Mrs. Kelley to serve as Vice Chairman. Mrs. Kelley was elected to serve as Vice Chairman by unanimous vote.

Approval of Minutes of December 9, 2015

On a motion made by Mrs. Kelley, seconded by Mr. O'Connell, the minutes of the December 9, 2015 meeting were approved. Motion passed unanimously.

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

Orchard Hill Elementary School Project Update:

Superintendent's Update: Dr. Carter advised the commission that planning is underway for the Orchard Hill Elementary School groundbreaking, the target date of which is Saturday, February 20<sup>th</sup>, with a snow date for the following Wednesday. She noted that the date works for the design team and the board of education, and that she was seeking input from the Public Building Commission prior to moving forward. She will reach out to the Mayor and Town Manager after hearing their input. Commission members provided their input regarding a Saturday event and recommended that it be held in the afternoon.

Dr. Carter also advised members that a community informational meeting has been scheduled on February 3 in order to provide neighboring residents information regarding the impending construction activities and possible impact. The event will take place in the Orchard Hill cafeteria at 6:00 PM. She noted that if there were no concerns, she would proceed with that planning.

NEW BUSINESS

Gilbane Presentation of Bidding Results: Ms. Karrie Kratz provided the commission with the project's bidding results, noting that there was a fantastic turnout from bidders. Gilbane collected 162 bids and 100% of them were reviewed and scoped. The team held individual meetings with each of the lowest bidding contractors to fully scope their work to determine that they met all requirements of the bid. She noted that the fierce bidding competition was extremely beneficial to the project.

Mr. Warrington commended Gilbane for their efforts in getting the packages out at the right time, and for proactively reaching out to potential bidders to gain interest in the project. He advised that the project is currently under budget by \$1.6MM.

Mr. Koboski inquired as to the process if the commission decided not to go with the lowest bidder. Mr. Warrington advised that the awarding of bids is governed by the Town Charter which follows state protocols, requiring that the lowest qualified responsible bidder is to be awarded the bid. He noted that as the owner, the town could pick the second bidder and disqualify the lowest responsible bidder; however, that would require substantiation and back-up documentation to prove that the lowest bidder was not the most qualified. Mr. Warrington relayed Colliers' recommendation that the commission award the bids to the lowest, qualified responsible bidder in order to avoid protest and possible litigation. There was considerable discussion regarding the landscaping bid for which a South Windsor business was second by \$740 and the commission's interest in assisting South Windsor residents and businesses for all that they do for the town. Mr. Conti advised the commission that the scope review for the awarded bidder went very well and that the company is very capable of the work.

Mr. Kevin Foley requested to address the commission, which Mr. Koboski agreed. Mr. Foley expressed his discouragement for not being awarded the bid for a difference of \$747.50 and drew the commission's attention to his unit pricing. In addition, he encouraged the commission to address the Town Council regarding changing the Town Charter in order to allow for 3%-5% of contracts to be awarded to town residents as a way to give something back to the community and provide taxpayers with an edge.

Commission members discussed looking into this further and discussing with the Town Council. Ms. Kratz noted that she could provide the commission with information on how other municipalities address this bidding requirement in their Town Charter. In response to a question posed by Mrs. Kelley whether there was any other action that could be taken at this time, Mr. Warrington noted that ultimately Colliers did not see much that could be done without potential impacts both legally and to the project. In addition, he cautioned that if the commission made exceptions, it could deter bidders for future phases, noting that bidders respect fairness in the process.

The commission continued to review the bidding results with Gilbane and Colliers. Ms. Kratz and Mr. Conte provided the commission with details regarding Gilbane's bid review scoping processes.

Following the review Mr. Warrington advised the commission that Gilbane will be completing the full GMP (Guaranteed Maximum Price) contract and it is anticipated that it will be reviewed by the end of the week. Once complete, Colliers will review with the full PBC.

#### Approval of Early Bid Packages and Alternate Bids

Gilbane reviewed bid packages for which it was seeking approval and responded to commission member questions. The following motions were made with regard to bid package approvals:

*Bid Package 31A – Sitework:* Move to approve Gilbane's recommendation to award and authorize Gilbane to enter into contract with the Bid Package 31A-Sitework trade contractor – Richard Corporation for a base bid value of \$3,804,700. (*Montana/O'Connell*) Motion passed unanimously.

*Bid Package 05A – Structural Steel:* Move to approve Gilbane's recommendation to award and authorize Gilbane to enter into contract with the Bid Package 05A Structural Steel trade contractor – United Steel for a base bid value of \$1,518,000. (*Beaulieu/Montana*) Motion passed unanimously.

*Bid Package 03A – Concrete trade:* Move to approve Gilbane's Recommendation to award and authorize Gilbane to enter into contract with the Bid Package 03A-Concrete trade contractor – JL Marshal and Sons for a base bid value of \$1,045,900. (*Kelley/O'Connell*). Motion passed unanimously.

*Bid Package 23A – HVAC trade contractor:* Move to approve Gilbane's Recommendation to award and authorize Gilbane to enter into contract with the Bid Package 23A-HVAC trade contractor – ProMech for base bid value of \$3,137,500. (*O'Connell/Kelley*) Motion passed unanimously.

As the electrical bid package was not on the agenda, the following motion was made: Move to add Bid Package 26A – Electrical trade contractor to the agenda. (*Kelley/O'Connell*) Motion passed unanimously.

Bid Package 26A – Electrical Trade Contractor: Move to approve Gilbane's Recommendation to award and authorize Gilbane to enter into contract with the Bid Package 26A – Electrical trade contractor – Centerplan Construction for a base bid value of \$1,484,900. (*Neary/O'Connell*) Motion passed unanimously.

The commission reviewed a letter dated January 8, 2016 from Gilbane Building Company regarding possible action on a bid alternate listing in conjunction with recommendations from Colliers International. Mr. Warrington reviewed the steps taken by the design team to reconcile the budget and arrive at the bid alternate listing. The design team provided background information and responded to questions posed by commission members regarding each of the proposed alternates. Mr. Hankard provided additional clarification to questions posed. Following discussions regarding each of the items, the commission took the following action.

Move to Hold Alternate 1: Construct South Entry Canopy (main entrance) (*Kelley/Montana*)  
Motion passed unanimously.

Move to Hold Alternate 2: Construct North Entry Canopy (rear bus entrance): (*Kelley/Montana*)  
Motion passed unanimously.

Move to Reject Alternate 3: Change EPDM from black to white. (*Montana/Neary*)  
Motion passed unanimously.

Move to Accept Alternate 6: Ceramic tile wainscoting on the corridor walls in lieu of epoxy paint. (*Montana/Neary*)  
Motion passed unanimously.

Move to Accept Alternate 8: Ceramic tile in lieu of FRP at gang bathrooms in academic wing only. (*Montana/Neary*)  
Motion passed unanimously.

Move to Accept Alternate 11: Moisture Mitigation System in lieu of Barrier One at Slabs on Grade. (*Kelley/Beaulieu*)  
Motion passed unanimously.

Approval of proposal for Third Party Review of Stormwater Management Plan Permit: Commission members were provided with three responses to the RFP for the third party review of stormwater management plan permit in advance of the meeting. Mr. Warrington reviewed the results and provided Colliers' recommendation to award the contract to Schuch Engineering, LLC. He advised that this

expenditure is accounted for in the budget and that the company met all requirements and were the lowest bidder. He described the services that would be provided by the contractor.

On a motion made by Mr. Beaulieu, seconded by Mr. O'Connell, the commission moved to award the contract for the third party review of DEEP Stormwater General Permit to the lowest responsible bidder, Schuch Engineering, LLC in the amount of \$2,000. Motion passed unanimously.

Approval to advertise the RFP for Stormwater Management Plan Management Monitoring: Mr. Warrington provided the commission with background on this DEEP requirement.

On a motion made by Mr. Neary, seconded by Mr. O'Connell, the commission moved to approve the advertisement of the RFP for Stormwater Management Plan Monitoring. Motion passed unanimously.

Approval to award Materials Testing and Special Testing Services on the State Contract: Mr. Warrington provided the commission with background on this state requirement and estimated that the service would cost between \$75,000 - \$100,000 which has been budgeted.

On a motion made by Mrs. Kelley, seconded by Mr. O'Connell, the commission moved to award the contract for the materials testing and special testing services to Materials Testing Inc. of Willimantic, CT based on the state contract. Motion passed unanimously.

Approval of Invoices:

On a motion made by Mr. Beaulieu, seconded by Mrs. Kelley, the following invoice was approved:

- Invoice#016 from DRA in the amount of \$39,650.51 for professional services from December 1, 2015 to December 31, 2015.

Motion passed unanimously.

On a motion made by Mr. Beaulieu, seconded by Mr. Montana, the following invoice was approved:

- Invoice#15241 from Colliers International in the amount of \$7,110 for professional services from December 1, 2015 to December 31, 2015. .

Motion passed unanimously

Approval of Special Meeting on January 27, 2016 for approval of full Guaranteed Maximum Price (GMP) contract:

Due to commission member schedules, the commission agreed to hold its special meeting on January 28, 2016. The following motion was made.

On a motion made by Mr. Montana, seconded by Mr. O'Connell a special meeting was approved for January 28, 2016. Motion passed unanimously.

On a motion made by Mr. Neary, seconded by Mr. O'Connell the meeting was adjourned at 8:45 PM.

Respectfully submitted,

Ann Walsh  
Clerk