

East Side Fire Station Building Committee Regular Meeting

Fire Headquarters

72 New Haven Avenue, Milford, CT

Wednesday, March 16, 2011

Call to Order: Chairman Healy called the meeting to order at 1803 hours. A quorum was present.

1. Roll Call

Committee members John Healy, Carmen Corvino, Judith Toohey, Alderman Phil Vetro, William Brennan, and John Jansen. Also present were Chief Louis LaVecchia, Battalion Chief William Healey; from DeCarlo & Doll, Inc., Robert Grzywacz and Manuel Machado.

2. Consideration of Minutes

Regular Meeting - February 8, 2011

Committee members Corvino and Vetro made and seconded a motion to accept the minutes of the February 8, 2011, meeting as presented. Motion carried unanimously.

3. Battalion Chief Healey

Chief LaVecchia thanked Committee Members Brennan and Healy, as well as DeCarlo & Doll, for expediting the contract.

a. Presentation of Budget Spreadsheet

Battalion Chief Healey passed out to the Committee a spreadsheet showing an up-to-date listing of the construction account, architectural account, contingency account, and the financing account. He noted that he will update the spreadsheet as needed.

b. Invoice from DeCarlo & Doll

Battalion Chief Healey presented an invoice from DeCarlo & Doll in the amount of \$30,000 for services rendered January 24th, 2011, to February 18th, 2011.

Committee Members Vetro and Corvino made and seconded a motion to pay the invoice in the amount of \$30,000 out of account number 0040-4320-5527-4993-0000 (architect account). Motion carried unanimously.

c. Account Transfer

Battalion Chief Healey explained to the Committee that they have the ability to move money between the project accounts with a vote.

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Chairman Healy thanked Battalion Chief Healey for his role in the finances. He commented that Chief Healey is doing a great job.

4. Report of Chairman

Chairman Healy informed the Committee that the two lowest bidders had been interviewed the day before. He then turned the floor over to Mr. Grzywacz and Mr. Machado.

a. Bid Review Results

Mr. Machado informed the Committee that they had received a tremendous amount of bids for the project that had ranged from \$3,097,000 to \$3,849,000. He explained that the majority of the bids came in within the \$3,500,000 range; but the lowest remained at \$3,097,000.

Mr. Machado said they had spoken with the three lowest bidders and conducted interviews with the two lowest bidders the day before. Chairman Healy commented that the third lowest bidder was not interviewed. Mr. Machado added that if the lowest bidder had withdrawn their bid, they would have interviewed the next two lowest bidders.

Chairman Healy explained to the Committee the interviewing process; there were a set list of questions that were asked and upon completion, the questionnaire was signed by the contracting company and the Chairman.

b. Contractor Selection

Mr. Machado, on behalf of DeCarlo & Doll, Inc., then recommended the Committee choose Salce Company.

Mr. Machado passed out to the Committee DeCarlo & Doll's letter of recommendation to choose Salce Company, along with Salce Company's brochure.

Committee Member Brennan informed the Committee that he would be abstaining from voting on the contractor due to a judgment he has against Salce Company. He did add that of the three lowest bidders for the project, Salce Company is the only one capable of doing the job. Chairman Healy commented that Salce Company was the first to arrive for the interview, were "dressed for the occasion", and were very professional.

Chairman Healy added that within Salce's proposal, there was included an add/deduct option for an aluminum storefront, making their total proposal \$3,123,000. Mr. Grzywacz explained that during the bidding process, many of the contractors recommended an all-aluminum

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storefront, rather than the aluminum-clad wood doors that had been initially proposed. Mr. Grzywacz recommended the Committee adopt that change.

Chairman Healy informed the Committee that after they had formally selected the contractor, a letter would go out to the contractor to let them know their bid had been chosen. Mr. Grzywacz said the letter would be copied to both the City Attorney and the City Purchasing Agent. In the letter, certain documents would be requested from the contractor; he estimated it would take about a week for the company to send those requested documents back. Upon receipt, the contract would be sent out.

Chairman Healy noted that once the contract is signed, the construction phase will begin.

Committee Members Jansen and Vetro made and seconded a motion to accept DeCarlo & Doll's recommendation of Salce Company's bid of \$3,097,000, adding in \$26,000 for the aluminum storefront. Motion carried unanimously. Committee Member Brennan recused himself from the vote.

Battalion Chief Healey presented a \$3,123,000 purchase order to be signed by the Chairman.

c. Special Inspections

Chairman Healy informed the Committee that DeCarlo & Doll would be conducting the special inspections on the new station and that their compensation is estimated to be \$6000 for those services. DeCarlo & Doll would advise the Committee if they believe they will exceed that number.

Committee Members Corvino and Jansen made and seconded a motion to sign the agreement with DeCarlo & Doll to perform special inspections. Motion carried unanimously.

Committee Member Brennan explained that an independent testing company would have to be hired. He added that he had contacted the City Purchasing Agent for a list of State testing labs. He was able to get in touch with two companies, but expressed an interest in getting information from a third company so as to have a fair comparison. Mr. Grzywacz explained to the Committee that the labs on the State list do not have to go through the competitive bidding process.

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Chairman Healy suggested holding the testing lab issue in abeyance until more information is gathered.

d. Commissioning

Chairman Healy reminded the Committee of Tom Ivers's presentation regarding commissioning and the value of it. At that time, Del Smith of CES (Consulting Engineering Services) had submitted a proposal to the Committee for \$15,000 to perform the commissioning. The Chairman added that he had not spoken with Mr. Smith recently regarding the proposal, but Mr. Grzywacz believed the number had not changed. The Chairman recommended the Committee utilize CES for commissioning.

Committee Members Corvino and Vetro made and seconded a motion to accept the December 3, 2010, proposal from CES, pending confirmation of the original quoted price. Motion carried unanimously.

CES would be acting as DeCarlo & Doll's consultant, and DeCarlo & Doll's contract would be amended to include CES.

5. Report of Architect

a. Start Date for Construction

Chairman Healy commented that construction would begin ten days after contract signing.

b. Groundbreaking

Chairman Healy noted he would be in contact with the Mayor to arrange a formal groundbreaking, and will keep the Committee informed on this.

6. New Business

Chairman Healy invited any of the Committee Members to stop by the site to view the progress on the project. Mr. Grzywacz noted that DeCarlo & Doll, Inc., is acting as the Committee's agent, and that all instructions have to come from them.

Mr. Machado informed the Committee of the safety rules on a construction site.

Chairman Healy suggested waiting until the contract is signed before setting another meeting date.

Battalion Chief Healey requested a funds-transfer for special inspections and commissioning.

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Committee Members Vetro and Corvino made and seconded a motion to transfer \$21,000 (\$15,000 for commissioning and \$6000 for special inspections) from account 0040-4320-5527-4994-0000 (construction) to account 0040-4320-5527-4993-0000 (architect). Motion carried unanimously.

7. Adjournment

Committee Members Corvino and Toohey made and seconded a motion to adjourn at 1911 hours. Motion carried unanimously.

Recorded by C. Birney