

East Side Fire Station Building Committee Regular Meeting

Fire Headquarters

72 New Haven Avenue, Milford, CT

Wednesday, November 30, 2011

Call to Order: Chairman Healy called the meeting to order at 1734 hours. A quorum was present.

1. Roll Call

Committee members John Healy, Carmen Corvino, William Brennan, Judith Toohey, Bill Bevan, Alderman Phil Vetro, and Jack Jansen. Also present was Assistant Chief Al Zingaro; from DeCarlo & Doll, Inc., Emanuel Machado and Ronald Nault.

2. Consideration of Minutes

Regular Meeting - November 1, 2011

Committee Members Corvino and Bevan made and seconded a motion to accept the minutes of the November 1, 2011, regular meeting as presented. Motion carried unanimously.

Committee Member Toohey abstained from voting as she was not present at the last meeting.

3. Report of Chairman

Committee Members Toohey and Bevan made and seconded a motion to reorder the agenda to work on line item 4b, Mr. Sign proposal. Motion carried unanimously.

Mr. Sign proposal

Mr. Peter Stockmal from Mr. Sign passed out to the Committee his drawings showing his two proposed options for the sign that will be placed on the front of the new station.

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The first option was for an 8x8 aluminum box, either mounted directly on the building façade or recessed 2 inches into the building wall. The box itself would be made from 3/16" aluminum with side access panels for lamp removal and general maintenance. The graphics would be stencil cut and acrylic paint would be used. Mr. Stockmal informed the Committee Mr. Sign could match the color of the trucks being housed at the station in the sign. Mr. Stockmal also explained that the sign would not be placed in an area of the building where pedestrians would be likely to bump into it, and that there are planned plantings for the area in which the sign would be mounted.

Mr. Machado inquired if Mr. Sign would be running the electricity to the sign. Mr. Stockmal told him that Mr. Sign would do the final connections to the sign, but the project's electrician would be responsible for running the electricity from the building to the spot in which the sign would be mounted.

Committee Member Bevan asked if there would be a cost difference depending on how the sign would be mounted, either directly to the façade of the building or recessed into the wall. Mr. Stockmal said the cost would be the same for either mounting option, but there might be a construction cost difference if the Committee were to choose the recessed option.

Mr. Stockmal gave a rough estimate for this sign option to be \$9,200 to \$9,500. Mr. Machado inquired if there would be a difference in cost if the sign was smaller. Mr. Stockmal said the difference in cost would only be substantial if the sign was made 5x5 or 4x4, as those options would allow the usage of one sheet of aluminum rather than two. The Committee discussed the drawings provided by Mr. Stockmal and discussed their concern that the 8x8 sign would be too large. Mr. Stockmal informed the Committee the largest sign that could be made with one sheet of aluminum would be 5x7.

The Chairman asked Mr. Stockmal to prepare cost estimates and samples on signs measuring 5x7 and 5x5 for another date, and to prepare more elevation drawings to show the proportion of the sign on the building.

Mr. Stockmal explained the second option for the building's sign is a granite sign that could be up-lit. Although he did not give a price estimate, he explained a large granite sign would be much more expensive than the aluminum sign option. The Committee quickly agreed the aluminum sign is the better option.

Mr. Stockmal also informed the Committee a bronze plaque would be prepared for the building's interior. He said he would give a price estimate at his next proposal presentation.

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Report of Chairman

Construction Management Proposal

Chairman Healy reminded the Committee that at the prior meeting, it was discussed that billing of professional services rendered by DeCarlo & Doll during the construction phase of the project needed to be resolved. He said he asked Mr. Ronald Nault, the president of DeCarlo & Doll, to come to this meeting with a proposal for billing for these services going forward. The Chairman also informed the Committee that he spoke with the City Attorney earlier that day, and it was agreed that these services are of value.

Mr. Nault explained that DeCarlo & Doll was hired by the Committee to design the building and produce specs for the bidding phase of the project. He said in this specific project, no Clerk of the Works or Construction Manager had been hired to serve as the Owner's agent for the project's construction phase. The normal cost of construction management is usually between 5 to 7 percent of the total cost of the project, which for this project comes out to \$150,000 or \$210,000.

DeCarlo & Doll had to present an invoice beginning with the start of construction in April, for services rendered that are above and beyond standard architect services provided as part of Construction Administration Services. This invoice encompassed work performed by DeCarlo & Doll, specifically Mr. Machado, during the time period of April 12 to September 2, 2011, totaling \$40,940.

Mr. Nault said he is also submitting a proposal totaling \$70,000 for services rendered and to be rendered from September 3 to the end of January, 2012. He explained these funds would make DeCarlo & Doll whole for services rendered by Mr. Machado and Mr. Troy Dixon.

Mr. Nault explained that the contractor has been difficult during this project, and he supports the work Mr. Machado and Mr. Dixon have been doing. He also said that going forward, if the Committee feels less services are required, DeCarlo & Doll would only bill for services that are actually rendered. Mr. Nault presented to the Committee the written proposal along with a spreadsheet explaining the services that have been rendered

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by DeCarlo & Doll. Mr. Machado added that every hour spent on the project has been carefully scrutinized.

The Committee discussed the apparent need to have Mr. Machado remain in his role, providing On-Site Project Representation Services during the construction phase of the project. Committee Member Vetro inquired if the scope of services needed by the project would decrease once the roof is assembled. Mr. Nault answered in a normal project that would be the case; unfortunately, this contractor has made it difficult to stay on the projected timeline and the proposed \$70,000 contract covers the project for any unforeseen issues that might come up. He reiterated that the Committee would not be charged if fewer services are required.

The Committee discussed the frequent issue that Salce Contracting has not been ready for many of the construction services to be rendered in a timely manner. Committee Member Brennan noted that the asphalt plant closes on December 15; the pouring of the asphalt will have to wait until spring if the site is not ready for the asphalt before that time.

Committee Members Toohey and Brennan made and seconded a motion to reorder the agenda to discuss and approve invoices. Motion carried unanimously.

Invoices

Committee Members Vetro and Corvino made and seconded a motion to pay the October balance of \$7,937.50 to DeCarlo & Doll, Inc. Motion carried unanimously.

The Committee Members discussed the need to have a separate accounting for construction phase professional services going forward to keep a clear record.

Committee Members Toohey and Vetro made and seconded a motion to have a separate account for construction phase professional services going forward. Motion carried unanimously.

DeCarlo & Doll presented an invoice to the Committee for construction phase professional services rendered from April 12, 2011, to September 2, 2011.

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Committee Members Jansen and Corvino made and seconded a motion to pay \$40,940 due to DeCarlo & Doll, Inc., for construction phase professional services rendered from April 12, 2011, to September 2, 2011. Motion carried unanimously.

Committee Members Toohey and Jansen made and seconded a motion to accept the proposal from DeCarlo & Doll, Inc., regarding construction phase professional services, pending authorization from the City Attorney, for the time period September 6, 2011, to January 9, 2012, not to exceed \$70,000. Motion carried unanimously.

Committee Members Vetro and Toohey made and seconded a motion to transfer \$75,000 from account 0040-4320-5527-4995-0000 (construction) to account 0040-4320-5527-4994-0000 (architect). Motion carried unanimously.

Mr. Machado presented an invoice from DeCarlo & Doll regarding Heller & Johnsen (testing company). He explained a representative from Heller & Johnsen had gone to the site a total of 18 times, and a number of those times, Salce Contracting was unprepared for them. He added that a credit will be sought from Salce Contracting for site visits requested when Salce Contracting was not ready or prepared for inspections.

Committee Members Vetro and Corvino made and seconded a motion to pay the invoice to DeCarlo & Doll, Inc., for testing services rendered by Heller & Johnsen totaling \$4,926.75, pending adjustment after analysis from DeCarlo & Doll, Inc. Motion carried unanimously.

Mr. Machado presented an invoice from DeCarlo & Doll regarding services rendered by Mr. Dixon for supervision during a fix of the structural steel. He noted that the steel manufacturer admitted fault and properly fixed the issue. He added that a credit for this invoice will also be sought from Salce Contracting.

Committee Members Corvino and Toohey made and seconded a motion to pay the invoice to DeCarlo & Doll, Inc., for services rendered regarding the steel fabrication fix in the amount of \$1,207.50. Motion carried unanimously.

Committee Members Vetro and Corvino made and seconded a motion to pay the invoice to DeCarlo & Doll, Inc., for special inspections rendered by Mr. Troy Dixon totaling \$1,035. Motion carried unanimously.

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Mr. Machado presented an invoice from DeCarlo & Doll for the monthly professional service fee, as contracted, for period October 24, 2011, to November 18, 2011.

Committee Members Toohey and Vetro made and seconded a motion to pay the invoice to DeCarlo & Doll, Inc., for contractual services rendered from October 24, 2011, to November 18, 2011, totaling \$3,000. Motion carried unanimously.

Committee Members Corvino and Toohey made and seconded a motion to pay \$13,207.50 due to DeCarlo & Doll, Inc., for construction phase professional services rendered from October 24, 2011, to November 18, 2011. Motion carried unanimously.

Assistant Chief Zingaro presented an invoice from the Recording Secretary for services rendered on November 1, 2011.

Committee Members Bevan and Toohey made and seconded a motion to pay the invoice in the amount of \$50 to Recording Secretary Colleen Birney from account 0040-4320-5527-4168-0000 (secretary). Motion carried unanimously.

Assistant Chief Zingaro presented an invoice, recommended for payment by Battalion Chief Healey, for the gear dryer, as previously approved by the Committee.

Committee Members Vetro and Jansen made and seconded a motion to pay the invoice to Williams Dryers from account 0040-4320-5527-4995-0000 (construction) for the gear dryer, totaling \$4,273. Motion carried unanimously.

4. Architect Report

Interior Colors

Mr. Machado presented seven options to the Committee for approval on the interior colors of the station. The Chairman suggested the Committee narrow down the options and then have the firefighters weigh in on the options.

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Committee Members Corvino and Brennan made and seconded a motion to recommend interior color option 2, with the warm beige floor tile and the accent tile to be determined. Motion carried unanimously.

Chairman Healy asked Assistant Chief Zingaro to invite the firefighters to view the options and inform them of the Committee's recommendation.

Construction Update

Mr. Machado informed the Committee he was in receipt of a payment application from Salce Contracting. The total requested is \$198,951.05. Mr. Machado stated he needs to do his standard analysis of the payment application prior to recommending payment to the Committee.

Mr. Machado explained the itemization of the payment application to the Committee.

Committee Members Vetro and Bevan made and seconded a motion to authorize payment on payment application #9, contingent upon review by Mr. Machado. Motion carried.

Committee Member Toohey voted against this motion.

Committee Member Toohey expressed her hesitation in the Committee authorizing payment prior to Mr. Machado's analysis and prior to the Committee knowing the final number. Committee Member Vetro explained he wanted the Committee to show they pay invoices in a timely manner. Committee Member Toohey suggested meeting again after Mr. Machado does his analysis and gets his recommendation for payment.

Committee Members Toohey and Brennan made and seconded a motion to amend the previous motion, based on review by Mr. Machado and the Committee with a meeting to be held on December 6. Motion carried unanimously.

5. New Business

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Chairman Healy requested Mr. Machado to inquire of the cost for a cornerstone from the manufacturer.

The Chairman discussed the building permit for the project. Committee Member Brennan noted the City of Milford should be listed as owner and Salce Contracting should be listed as the contractor. The Chairman added that it is in Salce Contracting's contract to be responsible for the building permit fee.

Chairman Healy asked Mr. Machado to have Salce Contracting repair the church property as soon as possible.

6. Adjournment

Committee Members Brennan and Bevan made and seconded a motion to adjourn at 2046 hours. Motion carried unanimously.

Recorded by C. Birney