

Municipal Office Building Committee, Town of East Haddam October 8, 2015  
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Town of East Haddam  
Municipal Office Building Committee  
October 8, 2015  
Adopted 10/22/2015

**1. CALL TO ORDER**

The Special Meeting of the East Haddam Municipal Office Building Committee was held on Thursday, October 8, 2015, at 7:01 p.m. at the Grange Hall.

**2. Attendance and Appointment of Alternate(s)**

Meeting Attendance: Craig Mansfield, Roy Parker, Edward Blaschik, Karan Conover, Chuck Smith, Erik Dill, David Stein-Silver/Petrucelli + Associates, Ray Wiley and Kenneth Biega -O&G Industries, Inc, Denise Dill, and Ruth Ziobron-Recording Secretary.

Absent Members: Vincent Garofalo, Phil Barlow (teleconferenced 7:13- @7:40) and David Morrison.

Mr. Dill was seated for Mr. Morrison.

**3. Approval of Agenda**

**Motion by Mr. Blaschik to approve the agenda. Seconded by Ms. Conover and unanimously passed.**

**4. Approval of Minutes**

**Motion by Mr. Blaschik to approve the meeting minutes of September 24, 2015 as corrected below. Second by Mr. Smith and unanimously passed.**

- Under New Business, strike “”First Selectman Walter suggested this position could represent all 4 current building projects (Elementary School, Fire House, Radio Committee and Municipal Office Building).
- Page 3, 1<sup>st</sup> paragraph, 5<sup>th</sup> line, strike “Previous committee members” and replace with “advisory group”.
- Page 1, correct spelling of “Weronik”.
- Page 5, 2<sup>nd</sup> paragraph, strike “failed referendum” and replace with “public hearing”.

**5. New Business**

The following documents were distributed and discussed and are filed at the Selectman’s office:

Municipal Office Building Committee, Town of East Haddam October 8, 2015  
DRAFT

- Budget Information-Construction Programs which expire 6/30/2014. It was noted to disregard the 30% Federal Assistance. FF&E is excluded from this estimate.
- Gibson Estimating East Haddam Municipal Facilities Renovations to former middle school dated 3/23/2015. It was noted these figures were low due to missing items.
- Tally June 16, 2015 Capital Improvements Referendum.

Mr. Mansfield explained that Silver Petrucelli & Associates had also provided an estimate for the project and the advisory committee was comfortable with an estimated cost of \$15,000,000 for the project.

**A. O&G Presentation: Construction Manager vs. General Contractor**

Mr. Biega distributed and discussed the following documents which are filed at the Selectman's office:

- Construction Management vs. General Contractor Services.
- O & G Industries East Haddam Municipal Building Committee draft timeline.

Mr. Biega noted the project must meet the CHRO municipal building project requirements; which is a new law (October 1, 2015); 25% of the project cost must go to small business and 6.25% of which must go to minority business enterprises. Outlook programs may be necessary to encourage competitive rates in our rural town. It may be necessary to break down bid packages to encourage local contractor bids. Committee members discussed the option of having a General Contractor for demolition and a Construction Manager for construction. Mr. Stein suggested hiring a Construction Manager because that contractor would have a vested interest from the beginning of the project flowing through to final construction.

Mr. Mansfield stated of the importance of starting the demolition phase as soon as possible to save the town money on maintenance during the winter.

Responsive to a question, Mr. Stein replied; Construction Managers are available early on in the project and have the opportunity to see the development of the plans and are not looking at them two dimensionally, they understand the history, have been through the building, have commented on constructability, estimated the project and know the job as well as the architect because they have been through the preconstruction process.

Responsive to a question by Mr. Mansfield, Mr. Biega replied a Construction Manager at Risk would require one contract approval through the USDA. Mr. Stein added it would be submitted twice, once for preconstruction and another for the final figures for the guaranteed maximum price. The contract terms and conditions would be submitted once and the price would be submitted twice (amended price). Estimates for the project have included consideration for a Construction Manager.

One of the major differences between a construction manager and a general contractor is that general contractors do not need to share bid packages with the town. Choosing a Construction Manager would require all bid packages to be submitted to the town, so the committee and architect will be able to review them. Using a General Contractor, the committee would not have a firm understanding of project costs ahead of time because the GM is not required to disclose this information.

**B. Review Contract: Silver Petrucelli & Associates-Architectural fees for project**

Committee members reviewed and discussed the following which is filed at the Selectman's office:

- Silver/Petrucelli correspondence dated October 6, 2015 to Chairman Craig Mansfield regarding Architecture and Engineering Design Services Proposal New Municipal Facility for the Town of East Haddam.

Mr. Stein reviewed the Schematic Design phase, Construction Documents, Bid Phase, Construction Administration, Services not included, Compensation and Schedule. Silver/Petrucelli has been involved with planning for this project since 2008.

Mr. Mansfield questioned if asbuilt/construction documentation would be provided. Mr. Stein replied there would be record drawings provided by the construction manager with markups. He added some owners request the mark-ups be transposed back into a set of drawings. Mr. Mansfield stated of the importance of final documentation with all markups, noting of issues with high and middle school drawings. Mr. Mansfield requested final markup documentation for the town. Mr. Stein stated they could take all the documentation and bind it under one pdf file and would all be linked to each other as opposed to going back to the drawings and redrawing all of the changes into one document. Mr. Stein stated redrawing all the changes in one document could be costly. Mr. Mansfield stressed the importance of having at the end of the project, documentation demonstrating changes which happen during the project. Mr. Biega encouraged a record drawing noting it was valuable in that only one set of documents would be needed for reference after the project is complete. Mr. Stein agreed to provide record drawings at the end of the project and recommended the use of the BIM 3D modeling software.

Mr. Stein noted traditionally FF & E is not held by the construction manager. It is a part of Silver/Petrucelli's compensation package. They will help develop the bid documents. Mr. Mansfield commented the FF & E budget was very low. The Advisory Group's intent when planning for the project was to bring furnishings from the current buildings.

Responsive to a question, Mr. Stein replied because his company has been involved with the project since the beginning there was approximately a 10-20%

DRAFT

expense saved between schematic design and construction documents which the town had already paid for. Mr. Smith stated the present budget should reflect expenses already paid to Silver/Petrucelli. Mr. Stein suggested Fuss & O'Neil produce the bid specifications. Mr. Mansfield stated that would need to be contracted under Silver/Petrucelli.

Mr. Mansfield reminded Mr. Stein of two oil tanks and a propane tank during demolition. Mr. Stein stated this would require an environmental engineer.

Mr. Wiley distributed and discussed the following document which is filed at the Selectman's Office:

- DRAFT O & G Industries, East Haddam Municipal Building Committee construction schedule.

Mr. Wiley suggested the development of demolition documents, so demolition could start in December.

**B. Change Membership stats: Member to Alternate**

Mrs. Conover has requested to be an alternate member.

**Motion by Ms. Conover to recommend to the Board of Selectman to change Ms. Conover to an alternate member and Mr. Dill to a regular member. Second by Mr. Blachik. Favor: Parker, Blaschik, Conover, Smith, Dill. Abstain: Mansfield. Motion passed.**

**6. Old Business**

The next meetings will be October 15<sup>th</sup>, October 22<sup>nd</sup>, November 12<sup>th</sup>, 19<sup>th</sup> and December 10<sup>th</sup>, 2015.

A 2016 schedule will be presented at the October 22<sup>nd</sup> meeting for approval. It will include changes from the 2<sup>nd</sup> and 4<sup>th</sup> Thursday to include November 12<sup>th</sup>, November 19<sup>th</sup> and December 10<sup>th</sup>, 2016.

**7. Audience of Citizens**

Mrs. Dill requested the committee to include Department Heads at a future meeting.

**8. General Discussion**

Deb Denette will be added to the October 22<sup>nd</sup> Agenda to review FOI.

Committee members decided to use a Construction Manager for the project.

DRAFT

**Motion by Mr. Smith to move forward with a Construction Manager at Risk for the project. Second by Mr. Blachik and unanimously passed.**

Committee members agreed to meet at the Municipal Office Building site to review the building on Monday, October, 12, 2015 at 8 a.m.

Committee members will meet on Thursday, October 15<sup>th</sup>, 2016 at 6 p.m. at the Grange.

**Motion by Mr. Blachik to store digital cd recordings of meetings at the Selectman's Office. Second by Mr. Smith and unanimously passed.**

**7. Adjournment**

**Motion by Mr. Blaschik at 8:55 p.m. to adjourn. Seconded by Mr. Parker and unanimously passed.**

Respectfully submitted;

Edward C. Blaschik  
Secretary