

TOWN GARAGE BUILDING COMMITTEE

MEETING MINUTES

JANUARY 6, 2011

BARKHAMSTED ELEMENTARY SCHOOL

Members in attendance were Peter Bakker, Bill LeGeyt, Al Neumann, Carmen Smith, Don Stein and Bob Zematis. Alternates present were Gary Stewart.

Paul Duran, Rich Novak and Linda Persechino were absent

The meeting was called to order at 7:05 PM.

The minutes of the meeting of December 2, 2010, were approved on a motion made by Bill LeGeyt, seconded by Peter Bakker, and passed unanimously.

The meeting was primarily devoted to reviewing the draft RFP (attached) and incorporating members' comments. The revised document was sent out to the members for review, with a request for additional comments no later than January 14th.

Don Stein and Al Neumann discussed the fact that they had met informally with Borghesi Building, Fuss & O'Neill Design-Build, United Construction and Engineering, and Orlando Anulli. It is expected that there will be a significant number of bids as the RFP will be advertised in the Hartford Courant. The planned advertising date is January 17th, with a planned RFP release date of January 21st. A walkthrough will be held on January 27th and the due date will be February 18th.

Don Stein discussed the meeting he had attended held by the CT Clean Energy Fund that described their program that allows for a \$4/watt grant to offset the cost of photovoltaic electrical generation. The town garage would qualify for this competitive grant, but probably could not apply until the second offering this spring. The first round is due on February 28th, but requires that a contract be in place and drawings available. However, if we decide to proceed with photovoltaics, we should be ready in early spring. Mike Schulde, a resident involved with the energy task force is reviewing the requirements and gathering data to help in the decision process. The RFP will also ask bidders to provide options for renewable energy.

The meeting was adjourned at 8:55 PM.

Respectfully submitted,

Donald S. Stein
First Selectman

DRAFT JANUARY 6, 2011 BY ARNJR

TOWN OF BARKHAMSTED, CT

REQUEST FOR PROPOSALS

January 21, 2011

The Town of Barkhamsted is soliciting proposals for the expansion of the Town highway garage and renovations to the existing building, and the addition of a sand/salt storage shed and demolition of existing structures. Electronic copies of the RFP package in .pdf format can be picked up at Town Hall, 67 Ripley Hill Road, Barkhamsted, CT 06063 for the nonrefundable sum of \$50.00 per copy. These must be signed for and one designated contact person, along with their phone number and e-mail address must be provided. Proposals are due by February 18, 2011 at 2:00 pm at the Barkhamsted Town hall, First Selectman's office, 67 Ripley Hill Road, Barkhamsted, CT 06063. Proposals shall consist of one (1) electronic copy on a cd, one (1) signed original and nine (9) hard copies, including drawings that are sized no larger than 11"x17". In addition to the ten (10) sets of proposal copies, please provide five (5) copies of any drawings larger than 11"x17". Proposals will be opened after the closing date and reviewed by the building committee over the next several days. Selected contractors may be invited to present their proposal and to be interviewed by the committee.

The Town will award a contract based upon criteria presented below and is not obligated to award to the low bidder. The Town will consider the use of local contractors as a positive during the evaluation. A listing of local contractors is available on the Town website or through the Northwest CT Chamber of Commerce.

<http://Barkhamsted.us/About/BarkhamstedBusinessDireCTory/tabid/154/Default.aspx>

Background

- This Project was initiated by the Town in 2003/2004, based on the need to protect the Town's trucks and to extend the interval between purchases
- The existing Town garage was purchased from the State of Connecticut in 1973 and was built after the 1955 flood
- This project has been unanimously approved by the Board of Selectmen, Board of Finance, Inland Wetlands Commission, and Planning & Zoning Commission, and was also approved by a Town Meeting to proceed to obtain proposals.
- Bonding has not yet been obtained by the Town, but approval to bond and application for short term and long term borrowing will be made after selection of a contractor and negotiation of a firm price.
- Until a firm contract is signed and necessary funding has been obtained, the Town will not initiate work on this project.
- Previous planning efforts have defined a concept for this project (conceptual drawings are incorporated into this RFP).

Project Goals

- Replace Sand and Salt Sheds with one gambrel style (State of CT Standard) or tented style structure (options for both approaches are required)
- Perform needed drainage work in parking lot

- Construct a new Town garage building such that the requirements described below can be met without the need for fire protection
- Provide floor drains in the garage, tied into outside drainage through an oil/water separator
- Wash bay for washing of trucks is required
- Install new roof on existing structure (10 year spray-on will be considered)
- Replace windows and HVAC system in existing garage
- New slabs must be reinforced/hunched to 18" (assume 100 sf) to accommodate portable lifts (lifts will be provided by Town)
- New facility should provide for small inventory of parts and an opportunity to store in bulk
- Renovate existing buildings for office and to provide break area and locker rooms for highway department – particularly needed during snow season; provide meeting space for community groups

Three 3 phases of construction are envisioned to enable the facility to stay operational during the construction process. Phases may be concurrent dependent upon limited disruption to daily operations of the Public Works Department. The three proposed phases are as follows:

Phase 1 – Salt Storage and preparatory site work

- Demolish salt storage buildings
- Install new drainage and remove existing drainage
- Relocate small storage
- Relocate existing steel canopy
- Construct new salt storage shed
- Install holding tank and oil water separator
- Finish grading and paving to be subcontracted to Town's choice of paving contractor, tickets paid by the Town of Barkhamsted. Contractor to provide rough grading and maintenance of drainage throughout project. Contractor to provide curbing and finish loam and seed. Reference CONN DOT specs
- Relocate fuel service temporarily
- Relocate water service as required
- Provide recommendations on potential savings by utilizing existing Town materials or by Town purchase of materials

} This is work that may be accomplished in-house by the Town and needs to be identified, quantified and priced as such in the proposal

Phase 2 – New Garage

- Construct new garage
- Daily functions of Public Works must be maintained
- Dependent upon the authority having jurisdiction's concurrence and building codes, ascertain the potential for a mezzanine as shown on drawing "First Floor Plan Option A", while still eliminating the need for fire protection
- Provide 14' X14' Garage doors as shown (quantity = 11)
- Inside clearance height should be 18'
- Relocate existing compressed air system - provide two outlets in unheated space, 4 in repair facility, 30' spacing, 2 remote exterior

- Provide two exhaust recovery units in repair facility
- Provide two welding ventilation systems (specs to be provided by Rich Novak)
- Electrical Requirements:
 - Assume an upgrade to a 600 Amp service including trenching and conduit from existing service riser. Utility charges to be paid for by the Town of Barkhamsted.
 - Reinstall Compressor on mezzanine if code allows
 - Provide 220 volt outlets for welders and plasma cutters @ 30' spacing in repair shop
 - Provide overhead 110 volt for two cranes and two electric hydraulic lifts
 - Provide eight 110 outlets for engine block heaters in unheated storage at exterior walls
 - Provide 10 outside electrical outlets equally spaced
- Telephone/internet/cable
- Install 16 skylights in new garage (unless photovoltaics or solar hot water panels are installed on roof)
- Lighting to be mounted on walls where appropriate to minimize maintenance and maximize lighting performance, induction lighting will be considered. High bay, T5 lighting
- Storage shelving to be provided by the Town of Barkhamsted; provisions for installation to be provided by contractor
- Provide generator connections and automatic transfer switch to existing Town generator; emergency panels to be selected by owner
- Hot water power washer to be provided by Town; provisions for installation to be provided by contractor
- Portable lifts, 72,000 lb, rotating tower crane, 3 ton all by Town of Barkhamsted. Provisions of installation to be provided by contractor
- Mezzanine installation by contractor to be separately priced.
- HVAC, as recommended by contractor. As a minimum, an oil fired boiler with capacity for the entire facility is to be considered. A heated slab in the repair facility and the installation of future use piping in the unheated space is preferred as the budget would allow. Space heaters or infrared will be considered.

Phase 3 – Refurbish Old Garage

- Move operations into new building
- Refurbish old building

Drawings included with this RFP depict a desired layout of the renovated building. Proposals should show an effort to maximize the public meeting space, move parts storage to the area under the mezzanine in the new garage area and limit the communication (fumes, particulates, dirt etc) between public space and Public Works operations. Thought and creativity should be toward creating Public Works space that is flexible for future division of male/female facilities and locker rooms. Connection

between the two buildings can be as shown with a roof tie-in or separated buildings with a vestibule creating an air lock.

Electrical shall be appropriate for the use of the spaces except that the subpanel servicing this space shall be located accessible to the public meeting space.

HVAC should provide air conditioning for all normally occupied spaces in the refurbished building. This can be provided as a zone to the proposed boiler, roof top units or split units with a low sone rating. Note that it is intended to raise the floor level in this area in order to match the proposed grade for the new garage; this can create mechanical and plumbing space for ease of installation.

General:

This is a prevailing wage project

Insurance requirements: Provide insurance certificates in the aggregate amount of \$2,000,000 naming the Town of Barkhamsted as additionally insured. (Peter Bakker to provide wording for contractor and subs)

Performance bond per state requirement

Documents prepared as part of the contract will become the joint property of the Consultant and Owner and shall be used only for completion of this project.

Selection of the successful proposer shall be based upon:

1. Creativity and demonstration of design's ability to meet goals.
2. Ability to provide add/deduct alternates
3. Previous performance and experience
4. Budget presentation and control. Target is NTE \$1,750,000. Line items and options that minimize cost while still meeting goals shall be provided.
5. Presentation of quality of product proposed

All products and installations are to meet or exceed the CT State Building Code in effect. Geothermal, solar, day lighting, energy efficient motors and equipment must be considered and all available rebates and or grants including but not limited to the CT Clean Energy Fund and Northeast Utilities shall be investigated during the design process. Use of renewable energy shall be considered as a positive in the evaluation. Questions shall be only through emails and will be confirmed via email. All questions and responses will be shared with all potential bidders. One point person shall be identified in the proposal, no other communication shall be considered. Questions will be considered until February 4, 2011. No questions will be accepted after that date.

There will be a walkthrough at the site on January 27, 2011 at 11:00 AM. This is not a mandatory walkthrough, but will be the only scheduled walkthrough. The RFP documents will be available at the site walk and it is strongly recommended that every firm consider attendance. Proposers can arrange for an independent site inspection by scheduling with the First Selectmen's office.

Proposal prices must have a period of validity of 60 days.

This document, along with the drawings listed below will be considered part of this contract:

Site Development Plan, sheet 1 of 3, dated January 30, 2009 by Milone and MacBroom as revised March 11, 2009

Highway Garage Addition, sheets A-0.1, First Floor Plan Option A, A-1.2, Exterior Elevations Option B, and Exterior Elevations Option B A-2 all dated 10-22-09

These drawings are for information only and all existing conditions are to be verified by the contractor's field investigation prior to entering into a contract for construction.

Asbestos: It is assumed that the existing 12" X 12" floor tiles along with adhesive will be handled as asbestos materials. There may be other Hazardous Materials encountered in the walls in the form of pipe insulation and in the roof flashings. The Contractor shall carry a \$30,000 line item in the budget allowance for the testing and removal of asbestos/hazardous materials.

Form of Proposals: The Town is seeking a complete design/build package with construction management/owners representative services to be provided by the contractor. Services can be provided with one firm or more, but one standard AIA document, either Owner Contractor or Owner Construction Manager shall constitute the agreement. If in the best interest of the Town, the Building Committee reserves the right to waive this requirement and enter into contracts with individual vendors outside of the executed contract. The proposals should include the following:

- Administration
- Design professionals
- Energy evaluation and recommendations
- Code review with the Local Building Official having Jurisdiction
- Mechanical, Engineering, Plumbing engineering and recommendations
- DEP compliance. Note that this site is adjacent to a superfund site and ground water handling has special restrictions (ELUR information is available on request)
- Civil Engineering services to complete the project. Note: substantial work has been previously completed by Milone and MacBroom and Lenard Engineering. The Barkhamsted Inland Wetlands Commission and Planning & Zoning Commission approvals have been granted.