

TOWN GARAGE BUILDING COMMITTEE

MEETING MINUTES

FEBRUARY 3, 2011

BARKHAMSTED ELEMENTARY SCHOOL

Members in attendance were Peter Bakker, Paul Duran, Al Neumann, Don Stein and Bob Zematis. Alternates present were Gary Stewart and Linda Persechino.

Bill LeGeyt, Carmen Smith, Rich Novak were absent

The meeting was called to order at 7:35 PM.

Alternates Linda Persechino and Gary Stewart were seated for members Bill LeGeyt and Carmen Smith.

The minutes of the meeting of January 6, 2011, were approved on a motion made by Peter Bakker, seconded by Bob Zematis, and passed unanimously. Paul Duran and Linda Persechino abstained.

Al Neumann and Don Stein discussed the results of the public notice for the RFP and the mandatory walkthrough at the Garage that was held on February 3. Over 25 individuals, representing 23 contractors, attended the walkthrough. The Town has passed out 18 RFP's, so the expectation is that we will get 8-12 proposals. The Public Notice and questions that were asked at the walkthrough, with the answers that were sent out, are attached. There was also discussion on the requirements for demolition licensing and the type of salt storage building that would be most appropriate based on the uncertainty in the future requirements for road treatment material.

Motion: the full committee will evaluate proposals received, based on the criteria contained in the RFP. This motion was made by Paul Duran, seconded by Gary Stewart, and passed unanimously. Based on this motion, Don Stein will provide each of the Committee members with copies of all proposals received on February 25. At the regular meeting on March 3, the Committee will review the proposals and narrow the choices down to the top two or three. Once that is done, it is likely that these bidders will be invited to present their concepts, capabilities and approach to the project.

The Committee also discussed how to handle questions during the RFP period. The consensus was that the Don Stein would simply handle routine questions and would refer more detailed questions dealing with construction or design to Al Neumann and the full committee, as appropriate.

The meeting was adjourned at 8:45 PM on a motion by Paul Duran, seconded by Peter Bakker and passed unanimously.

Respectfully submitted,

Donald S. Stein
First Selectman

Additional Information and Questions from Walkthrough

1. Included in this document is the sign-in sheet from today's walkthrough.
2. Please note the typographical error on page 6 of the RFP. The date for completion of Phases 2 and 3 should be June 30, 2012.
3. As stated in the meeting, the authorization from the town's residents at the Town Meeting was a maximum of \$2 million for all expenditures by the town for this project. Therefore, the \$1,750,000 was established as an NTE target for the selected contractor to allow the town to hire construction managers, inspectors or for contingency, as needed. Obviously, prices below that level will be received very favorably.
4. As was discussed at the meeting, the expectation is that the work done by Lenard Engineering and Milone and MacBroom should be satisfactory from an environmental and site perspective. If environmental issues are discovered that are not described in those reports, corrective action would be considered as an extra.
5. Construction borings were not performed earlier and should be included as part of the proposed price.
6. As stated in the RFP, the town can supply certain materials available at the garage site. As discussed, the material has not been graded, but, per the RFP, provide recommendations on potential savings and financial arrangements by utilizing existing town materials or by town purchase of materials.
7. The footprint of the salt storage building is 80' by 50' and should have capacity for 1500 tons of salt and with enough roof height for a loader to operate in the building.
8. In item 9 below, the Building Inspector has requested consideration of a minimum roof pitch of 4 in 12. Please consider this to be advisory, not a requirement.
9. Attached below is the Northeast Utilities e-mail, entitled Energy Conscious Blueprint. Please take the energy efficiency aspects described therein into account in your proposal.

10. Per Michael LaRosa, Building Inspector:

Use Classification	mixed S-1 and A-3
CT Licensed Demolition Contractor	Class A Registration more than 2 ½ stories or 35' in height Class B Registration less than 2 ½ stories or 35' in height
Special Instructions – Third Party	Comply with Section 1700 (2003 IBC) portion of the 2005 State Building Code and 2009 Supplement
Sealed Plans	CT Licensed Architect and Structural Engineer
Community Room	Need handicapped bathrooms or allow public to travel through conference rooms to access locker room handicapped bathrooms
Define limits of masonry firewall on old building between old building and new building	

General:

To account for snow load, roof shall have minimum pitch of 4 in 12; 5 in 12 preferred
 To allow for solar option, roof structural strength shall be such that photovoltaics can be installed either at time of construction or later. Building/roof design shall optimize orientation to the sun for photovoltaic installation.

Public Notice for Barkhamsted Town Garage Project

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 the existing structures. It should be noted that this is a prevailing wage project.

Electronic copies of the RFP package in .pdf format on a cd can be picked up at Town Hall, 67 Ripley Hill Road, Barkhamsted, CT 06063, (860-379-8285) for the nonrefundable sum of \$50.00 per copy. The RFP will be available on January 27, 2011, and must be signed for. One designated contact person, along with their phone number and e-mail address must be provided at that time.

There will be a mandatory walkthrough at the site on February 3, 2011, at 11:00 AM. This will be the only scheduled walkthrough. The RFP documents will be available at the site.

Proposals are due by February 25, 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 in .pdf format, 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. 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 in the RFP 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