

**Wallingford Police Station Steering Committee Minutes
REGULAR MEETING**

**Thursday September 8, 2022 @ 10AM
Wallingford Public Library
200 North Main Street
Collins Room, Lower Level**

PRESENT: Alison Kapushinski, Town Engineer, Steering Committee Chair, Jon Walworth, Anthony DeMaio, Deputy Chief of Police, William Wright, Retired Police Chief, Richard Heidgerd, Retired Fire Chief, Rob Baltramaitis, Director of Public Works (10:10 am), Jeff Anderson, Downes Construction, Jeff Vosburgh, Downes Construction, Brian Humes, Jacunski Humes

Call to Order

The meeting was called to order at 10:03 a.m.

1. Approve/accept the minutes from the July 7, 2022, Special Meeting, the July 14, 2022, Regular Meeting, and the August 11, 2022, Regular Meeting

A motion was made to approve/accept the minutes from the July 7, 2022, Special Meeting

**Made by: Jon Walworth
Seconded by: Rich Heidgerd
Votes: 5 Ayes**

A motion was made to approve/accept the minutes from the July 14, 2022, Regular Meeting

**Made by: Rich Heidgerd
Seconded by: Bill Wright
Votes: 4 Ayes
Abstain: Jon Walworth**

A motion was made to approve/accept the minutes from the August 11, 2022, Regular Meeting

**Made by: Rich Heidgerd
Seconded by: Jon Walworth
Votes: 4 Ayes
Abstain: Rob Baltramaitis**

2. Public Comment

There were no public comments or questions.

3. Update from the Police Department – Deputy Chief DeMaio

Deputy Chief DeMaio stated that they met with Brian Humes and reviewed much of the building to determine locations of things like cabinetry. There is work still to be done. Mr. Humes reported that all the revisions from the comments have been made.

4. Update from the Design Team – Jacunski Humes

Brian Humes reported a coordination meeting yesterday with IES for all the structural, mechanical, electrical, plumbing, and fire protection drawings. They are taking that information back. September 21st is the target date for 100% submission. They are confident in that date for the headquarters building. They are a little behind on the two outbuildings because of the approval process. They are hoping to permit all of it between September 21st and October 1st. At that point, 80% of his contract scope will be completed. This means they will be handing off to the Construction Managers. His role will move to construction administration. Ms. Kapushinski reminded the committee that the Building Department will require a third-party review for Life Safety and code compliance. This can be done before the permit is submitted or during the permit review. Mr. Humes noted that when they submit the set of documents on the 21st, they will fill out the building permit application as the contractor for the town. He stated that it will be an attractive, professional interior. He will set up a time to review the final drawings.

In response to a question, Mr. Humes explained that what they are delayed on for the outbuildings is not pertinent to the permit, such as colors for the interior finishing. He expects to be ready with the Life Safety, code, and structural drawings. He stated that there will still be tweaking going on after the 21st. There may be an opportunity for an addendum issuance of the outbuilding drawings.

Mr. Walworth asked if there should be a letter from the town authorizing Jacunski Humes to submit the permit on the behalf of the Police Department. Ms. Kapushinski replied that she would check.

Regarding the third-party review, Ms. Kapushinski reported that they have a quote from Versteeg, the company recommended by the Building Department and the Fire Marshall. There is money in the budget to cover it. The process should be quick.

5. Update on Environmental Testing – Kapushinski

Ms. Kapushinski reported that she has gone out for quotes for the site environmental testing and the building materials testing. She reported that the site environmental testing has been awarded to Platform Environmental. They quoted \$2,042 and will begin work on Monday. This is exterior only. For the interior, the lowest quote was from Enviromed. A requisition for a purchase order has been submitted for \$6,310. The total for environmental testing is about \$8,400, which is below the \$10,000 budget. She asked if, when Enviromed does their testing in the building, they have to be supervised. Deputy Chief DeMaio replied that they won't need to be supervised as the place will be gutted. Ms. Kapushinski agreed to have them contact Deputy Chief DeMaio for access to the building.

In answer to a question, Ms. Kapushinski explained that they would be conducting soil sampling by shovel.

In answer to a question about the testing at the Sally port location, Mr. Hume replied that the geotechnical testing is complete and it's all sand and gravel as expected. They did drill 35 feet as they hit rock at 25 feet for the footing of the Tower. He added that he is forwarding that report to the Tower contractor when selected.

6. Update on Owner's Construction Representative Bid – Kapushinski

Ms. Kapushinski reported that the bids are being opened today at 2 pm. She will have them available tomorrow in Engineering in the mornings. She also offered to drop them off. She will include a cover sheet with instructions. Scoring sheets will be due back Wednesday, September 21st by noon. A copy of the bid will also be included, along with the minimum requirements and the scoring criteria. She confirmed that this is the Part A review and all six steering committee members are evaluating them. She will compile the scores for purchasing for the Part B opening. Then we can vote at the next meeting on a recommendation. She encouraged members to reach out to her if they feel a vendor is not qualified.

In answer to a question, Ms. Kapushinski explained that the contract was included as part of the bid. The vendors would have to note any exceptions.

7. Discussion regarding September 13th Town Council Meeting

Ms. Kapushinski reported that she requested that the Steering Committee be added to the September 13th meeting agenda. The last correspondence with Town Council was when she sent them a letter back in April. The intent is to give them high level walkthrough of what the Steering Committee has been working on. There is no action item. She stated that we will be presenting the 50% DD Budget. We won't have the 90%. This will be an opportunity to get the Council's reaction to the full project. She expects to present with Chief Ventura. Mr. Humes has said he would attend to answer questions. She doesn't believe a representative from Downes needs to be there. They can bring questions back if there are any.

It was recommended that Mr. Humes bring some boards in case Council wants details. The SD floor plan with the colors was suggested along with the site plan. It was suggested the elevation of the entrance also be shared.

Ms. Kapushinski stated that she will find out if Council wants to see the budget ahead of the meeting. She asked about the last meeting's discussion of simplifying the estimate with the owner's soft costs. Mr. Anderson stated that they are looking at how they are presenting the budget and will have something for the next presentation, including inflationary costs and the tower. Ms. Kapushinski stated that the intent for Tuesday's meeting is to show this is what Downes is bidding, this is what the GMP is going to be, and then we will have additional costs. So they don't think that the GMP is our actual request. They need to understand that the original estimate of the \$25M didn't include certain costs. Ms. Kapushinski suggested starting with the original estimate that was done in 2020, giving a high level of other projects, and looking at where we have added things, like the tower.

In response to a question, Ms. Kapushinski reported that we were just over \$30M. It was noted that that will be a concern. Ms. Kapushinski stated that we will be fully transparent with what we

believe the project should be coming in at. She noted that they have taken out some scope and that it is an estimate.

Mr. Anderson clarified that the intent is to go to the Town Council in December with their guaranteed maximum price which includes bids for all three packages. He stated that inflationary costs from August 2021 to January 2022 have been about 15%. He added that they are finding that trade contractors are factoring in additional escalation into their bids.

Ms. Kapushinski reported that she spoke to the comptroller about the bonding process. She was informed that we need 30 days after Town Council approves it for bonding to go into effect. So, if we get approval for the full GMP on December 13th, it will be January 12th before any contracts can be executed or any work can commence. At the last meeting, we discussed giving the Council 90% approval, but it is not Town Policy to authorize bonds with an estimate. Mr. Anderson stated that based on the schedule, we were doing notices to proceed just before Christmas and starting MVP coordination the first of the year. January 12th isn't that much different.

Ms. Kapushinski stated that the plan is to go back in October for the initial GMP that will only include the electrical trade package. That would start the clock so we could get the switch gear purchased. It was noted that the electrical drawings are complete enough for them to get the switch gear. Mr. Anderson didn't recommend bidding just the switch gear as there won't be significant interest if they won't get the full electrical package. Most of the cost is the equipment. He described the electrician's role. He asked if we would be ready with the full electrical package on the 21st. He suggested putting the whole thing out, the whole set of drawings, to bid on the 21st. Revisions can be done as an addendum. He stated that we could go out to bid on the whole thing the first week of October instead of the 14th. He explained that they allow about 4 weeks for the physical bid period, then two or three weeks for the scope review of each package. GMP development is simultaneous. The total period for the bid process is usually 8 weeks. That would take us to Mid-December.

Ms. Kapushinski reported that she doesn't know yet how far ahead of time the bond council needs the actual number.

Mr. Anderson stated that he expects 3 to 4 bids per trade package. They will need to conduct scope reviews to make sure that what they bid won't change.

Ms. Kapushinski stated that the Town Council meeting will be on December 13th, so she would need to get the backup materials (memo, full GMP, owner costs, and the total bond amendment request) by December 1st or 2nd. Mr. Anderson clarified that she would need the summary page of the GMP, not the full 20-page package. He agreed to send in a sample GMP for Ms. Kapushinski to review. It was noted that Ms. Kapushinski may need to ask if she can bring the GMP to the Council without the attachments, which will be subsequently reviewed by Legal. Ms. Kapushinski stated that Council just has to give authorization for the bond increase. They may request more information. It was noted that the AIA amendment is a contractual amendment to the contract that has already been executed. The Council may ask how the number was created and ensure that regulations were followed. Mr. Anderson said that he will work on getting a one-page summary of the total project cost.

It was mentioned that the committee had thought of expediting the bid for the switch gear by going for a bid waiver. We picked up a month by doing that. Now we are not bidding the switch gear by itself. It was mentioned that we could have a price on the switch gear next week. If he can get approval, he can release the switch gear. This could save two months. But that is not a preferred option. The question of what does it do to the schedule if we wait until January was asked. Ms. Kapushinski replied that it looks like we would get it at the end of January 2024. Mr. Anderson stated that it will be a minimum of 13 months now, which can easily go to 16.

Ms. Kapushinski suggested meeting with the construction manager, purchasing agent and comptroller to talk about the bid process.

To clarify, pre-purchasing the switchgear is not a savings on the GMP. But it could save a couple of months on the back end of the schedule. The soft costs could be \$50,000 - \$70,000 a month. To spend \$100,000 now, make sense. Mr. Anderson clarified that this \$100,000 is part of the electrical bid, not additional money. It was noted that it's not really a bid waiver as they will get the best price on the market.

Ms. Kapushinski suggested getting on the September 27th Town Council Meeting agenda for the bid waiver. Mr. Walworth added it is actually an early acquisition using quotes from select vendors. It was noted that if you competitively bid for just the switch gear you would not get competitive numbers.

Mr. Walworth asked if we want to get the transformer on order too.

8. Subcommittee Updates

Budget and Financing: Jacunski Humes has been paid up to the 90% construction documents, as well as printing costs for Wetlands and P&Z. Downes has been paid through the SD estimate, DD estimate, and 33% of the preconstruction meeting time. Juliano Associates has been paid through 100% Civil Design P&Z. The audio recorder was purchased. The environmental testing POs were also done. We are at \$474,000 unencumbered with this bond.

Schedule:

Mr. Anderson stated that they are relatively on track, targeting to finish their budget on the 16th and review it with Mr. Hume the following week.

Ms. Kapushinski noted that the preconstruction schedule needs to be cleaned up. 030 to 070. 030 is September 21st. We are not going to have the Town CD budget approval. Mr. Anderson agreed to update that. Ms. Kapushinski suggested making the schedule so we will receive approval on December 13th. Then it will be 30 days for the appeal period.

Site municipal approvals: Ms. Kapushinski asked if the final plans had been submitted to Wetlands yet. The response was no, they are waiting for the September 21st set. Ms. Kapushinski stated that they need the final set to sign off on the building permit. It was noted that the approval letters were received from both Inland Wetlands and P&Z.

9. Other Business

Mr. Anderson stated that he'd like to meet with the Purchasing Office to go through his document to make sure the purchasing agent understands what we are doing. Typically they manage the entire bid process. He's happy to include any terminology that needs to be included. In his experience, the full competitive bid process in the town has been achieved by the selection of the construction manager. They are responsible for giving the Town the guaranteed maximum Price. So if they are not comfortable with a contractor, that's a bad business decision. That needs to be discussed. He noted that these contracts are with Downes. The town is not hiring the contractors. Ms. Kapushinski agreed to work on setting that meeting up.

The meeting was adjourned at 11:10 a.m.

Respectfully submitted,

Cheryl-Ann Tubby
Recording Secretary