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Emergency Management Shelter Building Committee
Special Meeting
May 21, 2014
7:00pm
Long Hill Conference Room

Committee Members Present: Chairman Al Zamy; Roger McGovern, Daniel Marconi, Loretta Chory, Rosemary Seaman and Tony Scinto (arrived at 7:25 pm)

Committee Members Absent: Lt. Ron Kirby

Also Present: Allan White, Paul Lisi, William Chiarenzelli, Steve Kennedy

The Special Meeting of the Emergency Management Shelter Building Committee was called to order by the Chairman at 7:02 pm followed by the Pledge of Allegiance.

Mr. Lisi noted the bids were received and the apparent low bidder was Bismark Construction. The base bid amount from Bismark was \$384,032.00. There are two alternates. Alternate 1 is \$15,389.00 for the installation of an underground fuel line from the new generator to the existing fuel tank; Alternate 2 is \$9,550 which is for their involvement with the commissioning process. Six bids were received in all with Bismark coming in as the low bidder. Mr. Lisi and Mr. White reviewed all the bids and have met with Bismark and with their electrician. They feel comfortable Bismark has a clear understanding of the scope of work, they are confident with their numbers and that they understand the schedule. Mr. Lisi is comfortable awarding the contract to Bismark. Mr. Kennedy and Mrs. Seaman noted Bismark has worked on various projects within the school system and they are pleased with the quality of their work.

Mr. Lisi reviewed the summary of the project costs which is broken up into two costs - construction costs and soft costs. Construction costs are broken up into generator, installation & miscellaneous equipment and construction contingency. The first cost is \$369,800 is the actual cost of the generator purchased and the transfer switches that have already arrived. The generator is expected to ship the middle of June. The next cost is \$408,971. This is the actual bid amount which is the sum of the base proposal plus two alternates. The next cost is \$78,000 which is construction contingency for any unforeseen conditions that might be found during installation. This is 10% of the first two costs listed. Mrs. Chory questioned if there should be a 10% contingency cost on the generator since that is a contract amount. She noted that the committee will need to go before the Board of Finance and Town Council with this proposal and the numbers presented here are over the amount available. We need to be sure of the amount we request. Mr. Lisi noted the amount can be reduced but he noted this number is conservative. Mr. Kennedy noted that this is not a great amount of money and we don't want to short the contingency amount and have to

return to ask for additional funding. When setting the budget it is easier to ask for more and give money back than to have to return and request more.

Mr. Lisi then reviewed the soft costs which include the initial study fee of \$11,000, design fee of \$109,700 for the engineering including the commissioning and all the testing that was conducted, geotech and structural design fee of \$8,214 and the owner's contingency of \$98,000. The owner's contingency is typically for things the committee may add to the scope of the project. This can also be reduced. By adding all these costs together, you arrive at the \$1,083,685.00.

Continued discussion was held regarding the contingency. Any funding not used would reduce the total cost of the project. Not to exceed on the soft costs means the firms are billed for the actual amount of time on project so at the end of the project, those amounts could be less but will not be more than noted. Mr. White noted these numbers hold only if no changes are made to the scope of practice as noted. Any changes would come out of the contingency. Mrs. Chory questioned who would be in charge of those decisions – who manages the project. Mr. White noted any changes requested would need to come back to the committee and request use of the contingency. This would be a change order and would need justification for change. The committee may only meet twice during this project but may have to meet more in the event there are changes. Mr. Lisi noted the contract starts on June 23 officially but Bismark is looking to do some site work prior to that time.

Additional discussion was held regarding change orders. Mr. Kennedy noted that most small items could be done in the fall and other items would be approved by the committee to keep the project going which would be unforeseen items. Design changes would show up mid-way through the project. Mr. Chiarenzelli noted we have a good contingency. The most important thing is that we are marrying a new system into many generations of projects. There is always a possibility there could be unforeseen problems. This is a complicated process from the end user's point of view. We believe we have built a concept that will service the community for the next 30-50 years. It is a valid and strong project.

Mrs. Seaman requested an explanation of the discrepancies in the bids. Mr. Lisi noted it is not unusual to have one or two bidders that are out of line with the others but he noted the bidders have not left anything out of the bid. There are many factors why these discrepancies occur – how bad they want the work, overhead, who the subcontractors are.

Mrs. Chory questioned whether the committee should reduce the contingency down to 10% of the installation.

Mr. Scinto entered the meeting at 7:25 pm.

She noted this would bring the contingency down to \$41,000 as opposed to \$78,000. This takes the overall project down about \$40,000. She felt the Board of Finance would question this amount as it comes out to about 19% contingency. Mr. Marconi noted in his experience, 10% was generally the amount used. After discussion, Mrs. Chory made a motion to reduce the overall project by \$40,000. Seconded by Mrs. Seaman. Mr. McGovern reiterated that if we use less than the full amount of the contingency, the remainder would be returned to the town. However, the Board of Finance could reduce the amount. Mr. Scinto noted the money has already been bonded but Mrs. Chory noted the \$1,083,000 comes in over what may be remaining in the project and additional funding would be required. It was noted also that some of the remaining funds were going to be used for additional projects at the high school. O&G does have a punch list but have stated the project is 99% done. Reducing the contingency would reduce the project to \$1,043,000. Fuel is included. Fuel in the original tank is a back-up and the connection can be made without removing the fuel.

Mr. Chiarenzelli commented that we need to bring this project on-line by September 1st and if the reduction of the \$40,000 puts that in jeopardizes the project, he advised to leave it in. The Board of Finance could potentially hold up the project depending on their decision about funding. We will not know what the total funding available will be until the project is completed.

Vote on the motion was taken. Mrs. Chory voted in favor, all other committee members voted in opposition.

The Building Committee will have a meeting in June and the final number will be determined.

Motion was made by Mr. McGovern to accept Bismark Construction as the low bidder. Seconded by Mr. Marconi. Approved unanimously.

Motion was made by Mr. Marconi to accept the Alternates 1 & 2 from Bismarck Construction to bring the total up to \$408,971. Seconded by Mrs. Chory. Approved unanimously.

Mr. White noted a letter of award to Bismark will be sent out 5/22/14. There is a meeting tomorrow morning with the principal, acting maintenance director, security and Mr. Kennedy to review the project as they would like to start the project prior to June 23 because of the tight window for completion. This project will not affect graduation or Trumbull Day. It was also noted there will not be any landscaping around the generator just ballards to protect it.

Adjournment

There being no further business, motion was made by Mr. Marconi, seconded by Mr. McGovern to adjourn the meeting at 7:50 pm.

Respectfully submitted

Barbara Crandall
Clerk

These minutes are considered a draft until they are approved at the next meeting of the Emergency Management Shelter Building Committee.