

**SALEM SCHOOL BUILDING/CONSTRUCTION COMMITTEE  
MEETING MINUTES  
SEPTEMBER 26, 2012**

**Attending:**

Elbert Burr, Chairperson  
William Weinschenker  
Allyson Geida            Steve Buck  
John Bernier and Robert Green (late arrivals)  
Diane Weston, Recording Secretary

**Guests:**

Donald Bourdeau  
John Ireland

Chairperson Elbert Burr opened the meeting at 7:00P.M.

**1. Interview of Bidders for the Salem School Renovation Project**

The four lowest bidders were sent a letter with eight (8) questions in preparation for the interviews and asked to complete an AIA A305 prior to the interview.

For the interview, they were asked to be prepared to discuss and provide any additional information for the following list of questions.

1. Add Alternate #1 is for dehumidification and additional cooling of the rooftop units as shown on the mechanical and electrical drawings. Please describe your approach in detail to how this add alternate may be included in the project, should the building committee elect to include the add alternate in your contract.
2. The Add Alternate #2 was for a 30 year roofing warrantee. If the committee elects to require the Trimco Roofing products, please confirm that this is included in your cost or that this is a potential change order. Please also confirm is full time oversight of the roofing installation poses any problems for approach to construction.
3. Please expand upon the information in the document A305 Contractor's qualifications and in particular similar project to the Salem School Improvements, the phasing and abatement of hazardous materials in an occupied school.
4. Please describe your experience with similar projects and your proposed abatement contractor. The number of times you have worked with the abatement contractor, has it been school projects, have they been occupied school projects, were they completed on time, were there change order associated with this work?
5. Please provide a preliminary schedule or describe your approach to the project schedule and include all of the abatement elements of the work as described in the project documents.
6. Have you ever paid penalties or liquidated damages for any projects in the last five years?

7. Please describe your use of the School, the site, security, fencing, containers, and sequence of sub-contractors, safety and OSHA. Please also relate this experience to change orders and schedule.

8. Please describe your experience with change orders on projects of this type, both in number of change orders and as a percentage of the total project cost. What is your process for resolving change orders and resolving the potential for change orders?

a. Nutmeg Companies, Inc. – Jason Bugby and Shayne McAvoy

1. The units can be ordered with or without cooling. A \$100,000.00 clerical error was made on their bid for Add Alt #1; the amount should have been \$143,000.00.
2. TrimCo would increase the roof allotment approximately \$160-170,000.00 additional expense from the base bid.
3. Past abatement projects were discussed; most projects were done in the summer. They did a project at the Coast Guard with students and shut down wings at a time.
4. They have completed projects on time. There have been change orders involved. The work schedule will be adjusted for evenings and Saturday's if necessary. Also second and third shifts.
5. The work would be done over one year using a phasing plan. There will be two shifts over the summer of 2013.
6. On a DOT job, the contractor went out of business and the state withheld \$41,000.00 from Nutmeg.
7. Temporary fencing would be installed; coordination would be done with the school and the committee.
8. Change order has been involved in other projects; Ellis Tech was 3%.

To add to the interview, Nutmeg is a small business, honorable and has good recommendations.

b. Millennium Builders – Robert McCabe, Ronald Stacy and Peter Carey

1. The company used in the bid package was New England Mechanical for the air handlers. NE Mechanical recommended if the dehumidification is not added now, the bigger cabinets should be installed so they could be added later.
2. The expense for TrimCo was not included in the bid package; the added expense would be \$138,000.00 for the 20 yr. warranty and \$235,000.00 for the 30 yr. warranty. Recommendation would be to have an inspector on site for the installation.
3. Abatement would be done from 4:00pm to midnight, off hours from school. Other school projects they have worked on abatement was done in the summer; Hartford Hospital was done by closing off areas and negative air flow.
- 4/5. Phasing the project would be done as outlined in the bid package.
6. No penalties or damages.
7. All work trailers would be barricaded and locked. The crew and subcontractors are OSHA trained.
8. Yes, change orders are on most jobs. 0% to 10% depending on job, what is found, etc.

The summer of 2013 is a tight schedule; a more detailed schedule will be done if the project is granted to Millennium. Previous and repeat customers include UCONN, Town of Simsbury and Manchester.

c. W.J. Mountford Co. – Scott Mountford, John Jackopsic, David Girardini

1. The air handler would be packaged from the start of the project (cannot be added later). Installation would be the summer of 2013.
2. The TrimCo product could be added for \$138,000.00 (20 yr. warranty, includes inspector) and \$235,000.00 (30 yr. warranty, additional \$30,000.00 for inspector).
- 3/4/5. A project completed three years ago similar to this project was Holyoke. Abatement would be done over the holiday break in December, windows need to be ordered first, work will be done in phases. The corridors and 40's area would be a swing/staging area.
6. No penalties or damages in 22 years.
7. The company has a .87 rating from OSHA; a safety officer will be on site. Trailers will be behind fencing and lock area (total 5 to 6).
8. Yes, there has been change orders past projects; the company tries to minimize them. Photographs will be taken. There are always unforeseen conditions. 3% to 7% for change orders is an average for a project. It will be higher for if the owner asked for more to be done.

Tolland Town Hall and Tunxis Community College are past projects.

d. Sarazin General Contractors – Paul Sarazin, Robert Pepin

1. If the dehumidification is added, it would be a change order.
2. TrimCo was not quoted; \$250,000.00 (20 yr. warranty) and \$350,000.00 (30 yr. warranty, includes supervision. Manville & Firestone was quoted from roofing subcontractors.
- 3/4. A project in Bloomfield was done over the summer using two shifts and weekend work.
5. The schedule is tight for the summer of 2013; it would include shift and Saturday work. There would be alternate ways to complete the project if the swing space could be used.
6. No penalties or damages.
7. Background checks and badges are required from crew.
8. Change orders are for unforeseen work, 5 to 7% is high; a project in Hamden was 1-2%.

The interviews concluded at 9:00 PM.

The Committee discussed the four companies.

Budget was discussed and what amount was available for the project. (Approx. \$5,000,000.00).

Donald Bourdeau's opinion is a secure envelope is needed for the building (windows, roof). He also stated that Garland roofing material is another choice.

It was the consensus of the Committee that the roof is important.

The Town attorney will be consulted concerning the choice of a contractor.

**1. Public Comment**

None

**2. Adjournment**

**M/S/C (Buck/Green) to adjourn meeting at 10:02 PM.**

**Vote: Approved unanimously.**

Respectfully Submitted,  
Diane Weston  
Recording Secretary