

**TOWN OF BURRILLVILLE
LIBRARY BUILDING COMMITTEE
MEETING MINUTES**

REGULAR MEETING of the Burrillville Library Building Committee held Thursday, March 9, 2006 at 6:30 P.M. at the Burrillville Town Hall, 105 Harrisville Main Street, Harrisville, RI.

MEMBERS PRESENT: Victor D. Antonello, David C. Ketcham, Robert J. Martel, Michael A. Caron, James Moran

MEMBERS ABSENT: Christopher Blakely, G. Wayne Miller

EX OFFICIO MEMBER PRESENT: William A. Andrews, Town Councilor

OTHERS PRESENT: Sandra Mundy, Jay Litman, Tom Kravitz, Karen Mellor, Kevin Blais

The meeting was called to order at 6:32 P.M. by Vic Antonello, Committee Chair

I. PUBLIC COMMENT

None.

II. REVIEW OF THE MINUTES

A motion was made by David Ketcham and seconded by Robert Martel to accept

(with revisions) the minutes from the meeting on 2/23/2006. With no further

discussion, the vote in favor was unanimous.

III. REVIEW AND ACT ON THE FOLLOWING CORRESPONDENCE:

A. James Moran initiated discussion about the individual tasks outlined in Proposal No. 06R088 dated 2/27/06 from Lincoln Environmental and questioned if some of the responsibilities were duties that could be assumed by the Clerk of the Works. Tom Kravitz clarified that the proposal covers environmental responsibilities to occur while the remediation tasks and activities were underway. The activities should be tracked by the Clerk of the Works who will also be coordinating Lincoln's activities with site work being done by other contractors at the same time. The revised proposal also included work relative to the Asbestos Abatement Plan. A motion was made by Robert Martel and seconded by James Moran to sign the Proposal and Letter from Lincoln Environmental. With no further discussion, the vote in favor was unanimous.

IV. REVIEW AND ACT ON INVOICES/EXPENSES:

A. A motion was made by James Moran and seconded by David Ketcham to approve for payment Invoice 013106 dated 1/31/06 for \$128.70 from Bernadette Schuster, Clerk to the Committee. With no further discussion, the vote in favor was unanimous.

B. A motion was made by David Ketcham and seconded by James Moran to approve for payment Invoice 030906 for \$34.62 for reimbursement of supplies from Bernadette Schuster, Clerk to the Committee. With no further discussion, the vote in favor was unanimous.

C. Invoice #5919 dated 2/15/06 from Newport Collaborative Architects for \$25,320.09. Following discussion, the Committee agreed that the requirements for completion of the work outlined in Change Order #5 and expenses relative to the prints had been satisfied, but reserved approval for the portion of the payment relative to Change Order #6 and the construction documents. A motion was made by David Ketcham and seconded by James Moran to approve partial payment of \$16,730.13 on Invoice 5919 dated 2/15/06 from Newport Collaborative Architects, leaving a balance of \$8,589.96. With no further discussion, the vote in favor was unanimous.

V. REVIEW AND ACT ON CHANGE ORDERS:

None.

VI. DISCUSS MEETING PROCEDURES

This item will be postponed to the next meeting.

VII. REPORTS

A. ARCHITECT

Mike Wood requested that language be modified in the bid specifications to clarify that bidding will only be accepted for the combination of library construction and site work or site work only.

Jay Litman (NCA) reported on the revised invitation to bid breakdown that was

e-mailed earlier. Two Pre-Bid Conferences are recommended to maximize the attendance opportunity for contractors; attendance is mandatory for at least one of the Conferences. The Conferences should be scheduled during the first few weeks of the bid cycle.

Minutes from the Pre-bid Conference will be distributed to all potential bidders to clarify any questions relative to Addendum 1.

Jay Litman discussed a conversation held with Walter Kane that clarified the right of the Town to select the bid that best serves the interests of the Town of Burrillville, even if such bid is not the lowest in price. The language in the documents clarifies the specific reason a low bid may be rejected including: previous experience, successful completion of another public library or related public building project similar in size and scope, or data contained in a contractors' qualification statement.

The invitation to bid package will have a qualifying checklist of experience that is required for this project and only contractors with these qualifications and experience will be considered as viable bidders on the project. The qualifications include General Contractors' previous experience with successful achievement of:

- Completion of another public library or related public building project similar in size and scope.**
- Completion of projects with site development, environmental and disposal issues similar in scope to the work specified for this project.**
- Working with State Regulatory agencies such as RIDEM. (specific experience must include project names, bid price and final project costs)**

Vic Antoniello suggested that a weighting factor be assessed to the qualifying criteria to eliminate bias prior to the bid opening and this

issue will be clarified with Walter Kane at the next meeting.

Additional contractor requirements will include:

- A certification re: clean fill materials supplied on this project will meet RIDEM remedial recommendations.**
- Financial information on the organization (financial statements).**
- References.**
- Documents confirming Insurance compliance.**

Jay Litman also reported that a meeting is scheduled in the upcoming week with Rich Bernardo to discuss the availability of DPW to assume some of the project work. The river wall survey is complete and the wall is actually in sound condition, with only some minor facing work required in addition to the cap on which the railing is to be mounted.

A motion is underway with the Rhode Island Library Board to increase the reimbursement from \$150 to \$200 per square foot for all Library Projects with agreements signed after January, 2006. If the motion is approved, an additional (estimated) \$622,000 would be awarded for this project.

Michael Caron requested that the bid form include a provision to require the General Contractor to identify all Subcontractors whose bids have been included in the final bid price. The GC will be

required to provide both the name of the Subcontractor and the bid price submitted by the subcontractor. This will permit the Library Building Committee to review the list of Subcontractors who will work on the project as well as monitor the “shopping out” of sub work by the GC after the bid has been awarded.

Mike Wood recommended that the bidding document be modified to accommodate bidding on either: Library and Site work combined or Site Work alone. Jay Litman will address this issue as well as detail regarding liquidated damages.

B. LIBRARY ADMINISTRATION

Sandra Mundy reported that the Board of Trustees and the Library Council signed and approved the application. A few minor items are still outstanding, Karen Mellor and Sandra are working on finalizing all details which should be done within a week.

C. PLANNING DEPARTMENT

Tom Kravitz reported on receipt of the Authorization Permit from the DEM Wetlands Division. A copy will be provided for the Committee Records.

VII. DISCUSS AND TAKE ACTION ON SCOPE OF WORK, SELECTION CRITERIA AND ADVERTISING FOR A CLERK OF THE WORKS

FOR

THE PROJECT

James Moran discussed the Clerk of the Works documents which were revised by the Committee as noted on the attached documents. Further discussion will be held regarding the interview and selection process once the applications have been received.

VIII. DISCUSS AND TAKE ACTION ON CD COST ESTIMATES, SPECIFICATIONS, BID DOCUMENTS AND DRAWINGS.

Discussed above.

IX. DISCUSS AND TAKE ACTION ON OLIS REIMBURSEMENT CONTRACT

Karen Mellor outlined the steps that will follow once the application has been approved by OLIS. After the contract is signed, a confirmation will be sent to the Committee confirming that the project can be put out to bid and advertised. A tentative award contract will be provided to the selected bidder who is then required to file documents with the state regarding EEO and Minority Business mandates. OLIS will then issue instructions regarding the actual contract signing.

X. GENERAL DISCUSSION OF THE PROJECT

Discussed above.

IX. ADJOURNMENT

A motion was made by David Ketcham and seconded by James Moran to adjourn at 8:38 P.M. With no further discussion the vote in favor was unanimous.

The next meeting is scheduled for Thursday, March 30, 2006, 6:30 p.m. at Burrillville Town Hall Chambers.

Information relating to the meeting is on file with the record of the minutes in the office of the Town Clerk.

Recorded by _____

Bernadette M. Schuster, Clerk to the Committee

Approved by _____

Library Building Committee Member

Date Approved _____