

Little Compton School Building Committee

Minutes

Meeting on July 25, 2012

Town Hall – Council Chambers

6:00 pm

Members in attendance: Tom Alder, Kathryn Crowley, Robert Mushen, Dave MacGregor, Joao Arruda, Mark Rapp, John Osborne

Members absent: Donald Gomez, Ben Gauthier

The Architectural firm of Durkee Brown Viveiros Werenfels was represented by Project Manager Edward Cifune.

The meeting was called to order by Chairman Tom Alder at 6:00 pm.

DISCUSSION ITEMS

-Presented the Architect's Report from 7/16/12 building committee meeting.

- DBVW informed the committee that the Bid & Construction Documents are complete. One set of half-size drawings and one project manual were presented at the meeting. The set will be given to the Clerk of the Works next week. One additional set was requested. Bid documents are printed and ready for G.C. pick-up

on Monday 7/30. One set of hardcopies and one CD containing .pdf files will be available for each prequalified general contractor. Additional sets or sets for sub-contractors may be purchased at their option. The committee voted to accept the documents and begin the bid period.

- DBVW is in the process of submitting to the local building and fire, Governor's Commission on Disability and RIDOH over the next several weeks.

- DBVW will forward the necessary bid information to the prequalified general contractors.

- A pre-bid conference is scheduled for Wednesday August 8th at 9:00am at the school.

- The starting date for the Clerk of the Works was discussed. He will start on 8/1 instead of 7/30. He will be critical during the temporary classroom set-up and utility installations. The final contract is almost complete. The school must provide the clerk with an office with an electronic connection to receive correspondence and submittals during construction.

- The sub-contractor advertisement was reviewed. The ad is required since the town did not prequalify subcontractors. It is in their best interest to open it up for competition. The sub-contractors will submit

their questions and bids to only the prequalified general contractors. We have set up a streamlined bid process. The school will place the ad in the Providence Journal. The ad should run for several days to ensure exposure. The committee voted to accept and place the ad.

- Temporary housing and utilities were discussed at length. The electrical service was determined to be 800amps. Madden electric has submitted a service request to NGRID. A new pole will be set by the town and the pole out on Meeting House Lane will be replaced by Verizon. The town will notify RIDOT about the plans. Mod Space needs to coordinate delivery and set-up on site with the town. Bus and parent drop-off

were discussed. One possible strategy is to have the buses only use the current access road. Parents could use the drive and parking by the tennis courts. Water service will be tapped off the well for hand washing and toilet flushing; but the water pressure requirements need to be addressed. Potable water will be supplied via bottled water service. Waste will be handled via underground tank that will discharge slowly into the

existing ISDS system. Bill Smith is working on this with DEM. All underground work needs to be coordinated with the building pier and set-up process. The temporary building corners will be established by Bill Smith next week. The option of possibly omitting one ramp on each building was discussed. The existing road needs to be improved with gravel. Fire alarm and telephone need to be addressed as soon as possible. A knox box is required on each building.

- Confirmation on meeting the original schedule needs to be obtained from Mod Space. Information on the utilities is still required. The electrical service is the most critical component. NGRID and Mod Space need to discuss directly. Tom will try to coordinate tomorrow. The water and sewer needs were also discussed. These items still need to be resolved. However, preliminary thoughts are to add a line from the future

concessions building location to the temporary classrooms. There are only six weeks to get everything up and running. Technology infrastructure can be installed after school begins.

- The building committee must issue RFP's for the commissioning agent, construction testing and hazardous material monitoring within the next month in order to stay on schedule.

-. The RI Department of Health application for the new kitchen was presented to the committee for Chartwells to complete. DBVW will deliver the plans to RIDOH once the application is received.

- Contract comments (AIA A101) were received from the school attorney and will be issued via Addendum.

-Bob updated the committee on the financing process. The process is moving forward. Sovereign Bank is interested in providing the BAN. The school currently has approximately \$700,000 to cover soft costs,

architect fees, advertising, legal fees, moving/storage, clerk of the works, temporary utilities, the temporary classroom set-up fee, and the first months' rent. Items identified as allowances in the Project Budget w need to be finalized ASAP.

ACTION ITEMS:

On a motion by Tom Alder, seconded by Joao Arruda, the Committee unanimously accepted the Construction Documents at 100% completion.

On a motion by Tom Alder, seconded by Kathryn Crowley, the Committee unanimously voted to place the add for prequalified General Contractors

Next meeting will be held on Wednesday August 1, 2012 at 6pm in the town hall.

A motion was made by Tom Alder and seconded by Dave MacGregor, the Committee unanimously voted to adjourn at 7:20.