

# **Little Compton School Building Committee**

## **Meeting Minutes**

**June 27, 2012 1:00 pm**

**Wilbur School Commons**

**The meeting was called to order by Chairman Tom Alder at 1:00 pm.**

**Members present: Tom Alder, Kathryn Crowley, Dave MacGregor, Mark Rapp, John Osborne, Donald Gomez**

**Members absent: Bob Mushen, Ben Gauthier**

**The meeting was called to order by Chairman Tom Alder at 1:00 pm**

**On a motion by Tom Alder, seconded by Kathy Crowley, it was unanimously voted to approve the minutes from the June 20th meeting.**

**1. Presented the Architect's Report from 6/20/12 building committee meeting.**

**2. The temporary classrooms were discussed. Mod Space is the apparent low bidder at \$631,700. This figure includes a 10 month rental. Representatives from Mod Space and the school attorney were**

present to answer questions about the bid. The mods require one, 2,000 amp electrical service provided by the town. The service size is driven by

the electric heat demand. The connections to the mods and the underground link between the two structures will be provided by Mod Space. A spare conduit was requested so the school can run the tele/data infrastructure. Water and sewage were also discussed. Three, 1,000 gallon bladder holding tanks are being provided under the mods. They are insulated tanks which require pumping. The town will explore pumping with their own vendor so the waste might be disposed of into the existing on-site ISDS field. Potable water is required for sinks and flushing. Water tanks were not included in the bid. Mod Space will price up adding three, 1,000 gallon potable water storage tanks. The town would need to contract with a service for providing potable water. The school looked into piping a water line from the school. It was estimated to cost approximately +/- \$30,000. Data and telephone wiring, network and head end will be set-up by the school's IT vendor after the mods installation is complete. Cox has been contracted to provide service to the mods. The tentative mod set-up will occur August 6th -27th, 2012. A staging area was requested prior to this time period to facilitate installation. The area will be coordinated with the town council. The typical classroom size is approximately 750 SF. The mods do not have an intrusion alarm system. Questions were raised regarding prevailing wages and a fire alarm system. Mod space will investigate. The fire alarm system was not included in the bid. The committee will

**approach the fire chief. The committee voted to approve the bid and send it to the School Committee for final approval subject to resolution of the prevailing wages issue.**

**ACTION: On a motion by Tom Allder, seconded by Kathryn Crowley, it was unanimously voted to recommend Mod Space as the vendor supplying the temporary classrooms.**

**3. Use of the gym during construction was briefly discussed. As a result of concerns about handicapped access, DBVW revised the phasing plan to require access to the main lobby during Phase I. Parking will be an issue for large event use. The school committee will develop a policy for gym use during construction.**

**4. The Clerk of the Works process was discussed. DBVW was asked their opinion about the candidates. DBVW stated they perceived an uncomfortably close relationship between ICM Corporation and one of the submitting general contractors under consideration for prequalification. The scope of work for the clerk was also briefly discussed. A clear scope of work should be included with the contract for these services. The committee voted to recommend ICM to the school committee for award. The start date would be Monday July 30, 2012.**

**ACTION: On a motion by Kathryn Crowley, seconded by Dave MacGregor, it was unanimously voted to accept International**

**Construction Management as the Clerk of the Works, starting July 30, 2012.**

**5. The General Contractor prequalification process was discussed. The committee was given the submission electronically via CD. DBVW also distributed a review rubric and scoring sheets so the committee can determine which of the submitting contractors meet the minimum requirements. DBVW checked three references for each contractor and included the telephone forms for consideration. Each committee member needs to review the documents, and allocate points in each category. DBVW will collect the scores and incorporate onto one sheet. Scores need to be sent to DBVW by 7/12. The scores will then be averaged and presented at the next committee meeting. The committee will need to determine which contractors qualify. A list of prequalified contractors will be distributed to the submitting firms. At bid, the school must publish the list in various newspapers so any potential sub-contractors know whom to send their bids.**

**6. A general update was given on the progress of the documents. Daedalus is estimating the 60% CD's. Once received, the scope and estimate will be presented to the committee for approval. Submission to RIDE will occur next. Timing of approvals is critical to stay on schedule for the projected bid period (7/29-8/29).**

**7. The project finances were briefly discussed.**

**8. Outstanding Owner required services/items were discussed. Commissioning agent, hazardous material monitoring, LP service, bond and construction testing.**

**- Next meeting will be held on Monday July 16, 2012.**

**On a motion Dave MacGregor, seconded by Mark Rapp, it was unanimously voted to adjourn at 3:15**