

# **Little Compton School Building Committee**

## **Meeting Minutes**

**July 16, 2012**

**Wilbur School Library – 4:30 pm**

**Members present: Tom Alder, Kathryn Crowley, Joao Arruda, Bob Mushen, Dave MacGregor, Mark Rapp, Ben Gauthier, John Osborne**

**Members absent: Donald Gomez**

**The meeting was called to order by Chairman Tom Alder at 4:30 pm.**

**On a motion by Tom Alder, seconded by Dave MacGregor, it was unanimously voted to accept the Architects Report as minutes for the June 27th meeting, with the addition of motions and attendance.**

- 1. Presented the Architect's Report from 6/27/12 building committee meeting.**
- 2. Kathy requested that the school is notified when hazardous material abatement work is scheduled.**
- 3. 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.**

**4. The updated project schedule was reviewed. Discussion regarding the acceptance of bids, review and interviews took place. It was decided that the committee would meet on Thursday August 30th at 1pm to discuss the bids. Interviews would be scheduled on September 4th and 5th.**

**5. Ben and Bob updated the committee on the financing process. The RFP for bond is due next week. The first construction application for payment is anticipated at the end of September. This would be due for payment in October.**

**6. The committee requested that DBVW submit to OSHA, local building and fire, DEM and RIDOH next week; after finalizing the 100% construction documents. NGRID rebates will be filed by GGD on behalf of the town. Front end comments from the school attorney have not yet been received.**

**7. The 60% CD acoustical report was briefly reviewed. Comments have been incorporated into the final documents.**

**8. The anticipated energy use/costs analysis prepared by GGD was distributed for review. The school should include this information in their budgeting for 2013-2014. Energy use/cost for the temporary classrooms must also be obtained so adequate funds will be**

available for 2012-2013. The existing building will remain operational during construction to provide minimal heat and power for construction activities. The school should anticipate these costs in their budget.

9. The minutes of the on-site NGRID meeting were distributed. The electrical service redesign and back charges were briefly discussed.

10. The General Contractor prequalification process was discussed. The committee scores were reviewed and discussed. It was decided to waive all informalities and prequalify all four submitting contractors. The committee requested that H.V. Collins submit financial information. Tom will draft approval letters and send to each contractor. The final score sheets will be sent to the committee. In order to better compare the

bids, it was requested a line item for project management/administration be added to the Bid Form. Bids will be due at the town hall followed by a public bid opening on 8/29. Also, the two apparent lowest bidders will be requested to provide a list of proposed sub-contractors. Interviews will be held with each prior to award. DBVW will revise the front end documents accordingly to reflect these changes.

**ACTION:** On a motion by Kathy Crowley, seconded by Dave MacGregor, it was unanimously voted to approve the four submitting firms as pre-qualified bidders, with H.V. Collins submitting financial

**statements to the Building Committee.**

**11. The 60% CD project scope, budget and estimate were reviewed. The project budget includes a 7% project contingency for construction. Also, the cost estimate includes a 3% design and pricing contingency. This brings the contingency up to 10%. Several items; such as FF&E must now be funded from surplus. Items which have been identified as allowances are only placeholders. Any overages must be funded by surplus. The town/school should use this project budget as a template for managing the encumbrance and expenditure of surplus funds. The scope, budget and estimate were approved by the committee. DBVW will prepare the submission to RIDE as soon as possible. The commissioning review and town approval letter will need to be sent separately so as not to delay the review and approval.**

**ACTION: On a motion by Tom Alder, seconded by John Osborne, it was unanimously voted to accept the 60% Construction Documents estimate.**

**12. The temporary housing was discussed. The contract was sent to Mod Space last Wednesday. They seem to be slow on gearing up. Confirmation on meeting the original schedule needs to be obtained from ModSpace. 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 next meeting was set for July 25, 2012 at 6:00 pm at Town Hall.**

**On a motion by Dave MacGregor, seconded by Tom Alder, it was unanimously voted to adjourn at 6:15 pm.**