

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

Oswegatchie Fire Station Building Committee

Meeting

December 19, 2023

Members Present: Robert Tuneski, Ted Olynciw, Rocco Bracciale, Wayne Gilpin, Paul Rafuse, Matthew Blankenship

Members Absent: Elizabeth Sabilia, Jennifer Bracciale, Richard Muckle

Guests: Twig Holland, Director Michael Howley, Purchasing Agent Shea Davy, Attorney Nick Kepple, Kevin Silvestri, Erik Pawlak, ? Smith

1. Call to order: 6:30pm
2. Pledge of Allegiance
3. Public Comment: None
4. Opening Remarks:
 - T. Olynciw requested a copy of the Project Manager RFP be sent to him. Shea will send to the recording secretary to forward to T. Olynciw's email.
 - T. Olynciw requested and updated list of committee members with emails be provided to him. The recording secretary will forward list to all committee members.
 - T. Olynciw requested the minutes identify Jennifer Bracciale as a new member of the Oswegatchie Fire Station Building Committee. Following the Town of Waterford election results in November Michael Rocchetti is no longer a member of this committee. Jennifer Bracciale was sworn in by the Town Clerk as a new member of this committee.
5. Motion by Rafuse, second by Gilpin to approve the minutes from the 12/5/23 meeting, (Attachment 1)
For: Tuneski, R. Bracciale, Blankenship, Rafuse, Gilpin
Against: Olynciw

Abstain: Blankenship
Motion Carries

6. Architect & Engineering Proposals:

- Chairman Tuneski stated the committee should incorporate ranks in our scoring going forward. Ranks normalize and show less bias toward the subject.
- Twig Holland tallied scores provided by committee members' scoring matrix
- Results:
Silver Petrucelli & Associates = 98
The Galante Architecture Studio = 74
- A question was posed to Atty. Kepple as to whether or not the committee should consider the scores of those members not in attendance. The response is "No".
- A question was asked regarding the score totals given at the interviews. The interview scores would supersede the resulting scores tallied at this meeting.
- T. Holland will create a list of interview questions for the interview process scheduled for 1/4/23 and will send out to members. Any additional questions posed by the members shall be emailed to T. Holland to be incorporated into the original list.
- The architects' references will be checked by S. Davy and reported to the committee following the interviews
- T. Olynciw presented questions regarding the number of proposals received. (Attachment 2)
 - a. Lack of proper advertising.
 - S. Davy stated the RFP was advertised in The Day newspaper, on the Town's website and the State's website.
 - b. Project too small or large.
Responses:
 - Our timeline may not have worked for some. Others may be busy, committed or do not wish to work with this Town.
 - c. Response time sufficient
 - The average time for responses is 4-6 weeks per the S. Davy.

T. Olynciw asked T. Holland if she would contact the 5-7 Architect firms she had mentioned as possibly submitting proposals and ask why they did not submit a proposal. T. Holland indicated she had spoken with 2 of the firms already and they both referred to the use of work by DRA with updates based on a change of functionality was a non-starter.

T. Olynciw stated he is currently the Clerk of the Works on a job that one of the architect firms is the hired firm. He asked for Atty. Kepple's professional opinion whether this would be considered a conflict

of interest. Atty. Kepple's opinion ruled it would not be a conflict of interest due to the fact Olynciw works for and is paid by the owner, not by the architectural firm.

Motion by Olynciw to reject the current bidders as being non-responsive and put the A&E RFP back out to bid.

No second

Motion Fails

7. Status of Oswegatchie property transfer:

- The parties continue to work effectively toward the end result.
- Concern was raised regarding the ability to move forward with spending money or putting shovels in the ground without a settled agreement. R. Tuneski stated he felt everyone had an "appetite to have things more definitized and solidified before going forward with investing a lot of money". R. Bracciale asked Atty. Kepple what the timeline for a signable MOU. Atty. Kepple stated it could be by next week as the attorneys are in control now.

8. Unfinished Business:

a. Phase 1 Environmental Study:

- S. Davy is currently checking on contracts with the Town's three on-call engineers. Discussion ensued on the selection process of an engineer.

Motion by Gilpin, second by Rafuse to delegate the authority to select the on-call engineer to Atty. Kepple, S. Davy, Director of Public Works Gary Schneider and Utility Commission Director James Bartelli.

For: Unanimous

Motion Carries

b. Project Manager RFP status:

- RFIs are due to the Purchasing Agent on 12/21/23
- Bids are due to the Purchasing Agent on 1/25/24
- Purchasing Agent will email a scoring matrix and fee schedule to committee members
- Short list to be determined on 2/6/24
- Interviews are scheduled for 5:30pm on 2/20/24 at the Public Safety Building, Emergency Operations Center, 204 Boston Post Road, Waterford, CT.

Motion by Rafuse, second by R. Bracciale to confirm S. Davy and T. Holland are to handle any RFIs received and reach out to the committee and/or Chief Howley if necessary.

For: Unanimous

Motion Carries

9. New Business:

a. L. Finnegan submitted the following invoices and time card for committee approval:

- ACTIONAIR SYSTEMS, INC., Invoice #5915 for installation of circulator pump to bring heat to the 2nd floor of the building - \$2,145.58. (Attachment 3)
- The Day, Order # d01070513 for the advertisement of Project Manager RFP - \$287.44. (Attachment 4)
- Recording Secretary's (Linda Finnegan) time card for the 1st quarter of FY24 - \$650.35.

Motion by Olynciw, second by Blankenship to approve the submission of invoices and time card to the Finance Department for payment.

For: Unanimous

Motion Carries

b. R. Bracciale will begin compiling information on what we want in the new firehouse. He will add the initial inputs into a format and justify any changes.

Motion by Gilpin, second by Blankenship to adjourn – Meeting adjourned 8:13pm

Respectfully submitted by:

Linda Finnegan, Recording Secretary

FIFTEEN ROPE FERRY ROAD



WATERFORD, CT 06385-2886

Oswegatchie Fire Station Building Committee

Meeting

December 5, 2023

Members Present: Robert Tuneski, Ted Olynciw, Rocco Bracciale, Wayne Gilpin, Jennifer Bracciale, Paul Rafuse, Richard Muckle

Members Absent: Elizabeth Sabilia, Matthew Blankenship

Guests: Twig Holland, Director Michael Howley, Attorney Nick Kepple, Shawn Finnigan

1. Meeting was called to order at 6:31pm
2. Pledge of Allegiance
3. Public Comment: None
4. Opening Remarks: Chairman Tuneski stated the Agenda will be put out the Thursday prior to the scheduled meeting dates. Therefore, any information to be submitted must be received prior to Thursday.
5. Motion by R. Bracciale, second by Gilpin to approve minutes from the November 21st meeting, (Attachment 1)
For: Bob Tuneski, Ted Olynciw, Richard Muckle, Wayne Gilpin, Paul Rafuse, Rocco Bracciale
Abstain: Jen Bracciale
Motion Carries
6. The only comments received for the Program Manager RFP were from T. Olynciw. (Attachment 2). Discussion ensued regarding the need for a Program Manager. Ted Olynciw noted that he is against the hiring of a Program Manager on the front end of this project. There are no actionable items in Ted's comments on the Program Manager RFP.

Motion by Olynciw to issue an addendum to the Architect RFP to include DRA plans and A2 survey, no second.

Motion Fails

Motion by R. Bracciale, second J. Bracciale to approve the Program Manager RFP as written: to include dates the Purchasing Agent determines and any pending legal input.

For: Jen Bracciale, Rocco Bracciale, Rich Muckle, P. Rafuse, W. Gilpin, R. Tuneski

Against: T. Olynciw

Motion Carries

7. Letter status report to RTM (Attachment 3)

8. Unfinished Business:

- A. The Purchasing Agent indicated the Town's on-call engineer can be used for the Phase 1 Environmental Study. Atty. Kepple will continue to work with the Purchasing Agent on this.
- B. In accordance with the Architect RFP schedule, the Purchasing Agent received RFI from architects with questions regarding portions of the RFP. Bob Tuneski provided copies of these emails to the committee members. There were only 4 questions. (Attachment 4). Based upon conversation held, T. Holland agreed to tally input responses from the committee and provide to the Purchasing Agent.

Motion by J. Bracciale, second Muckle to cancel Oswegatchie Fire Station Committee meeting scheduled for January 2, 2024 and hold a Special Meeting on January 4, 2024 to be held at the Public Safety Building at 5:30pm, to conduct Architect interviews. The change was proposed to accommodate member schedules.

For: Unanimous

Motion Carries

- C. A snapshot of near term significant town board meetings, board of selectmen, board of finance, and RTM to be used as a tool to coordinate upcoming committee activities to optimize efficiency was provided by R. Tuneski to the committee to help in planning decisions (Attachment 5). Rich Muckle voiced his concern that the schedule did not include the date of ground breaking. Bob acknowledged that as more information is acquired the schedule will be updated. He agreed to provide an updated schedule including a proposed ground breaking, by the next meeting, and will provide periodic updates to this committee schedule.

- D. Consultant T. Holland prepared and distributed a proposed Rating Matrix (Attachments 6) for the committee to review. Each committee member will score the architects individually. The individual member scores will be added together, averaged, and the final numbers will be ranked. Scoring will range from 0 to 20 per category and points will be assigned based upon the extent to which the attribute has been met. A 0 score indicates that they do not meet the attribute.

The Purchasing Agent will distribute all bids electronically to the Building Committee a day after receipt, December 15th. The members agreed to review them and have their summary scores available for tallying on December 19th. Consultant T. Holland agreed to tally the inputs real time at that meeting. There was a consensus by the committee on the process of vetting the architect.

Twig Holland provided an Oswegatchie Fire Station – Initiation Plan (Detailed schedules) for the Architect selection and Project Management selection processes. (Attachment 7)

The agreed upon schedule for the Architect selection is as follows:

1. Bids will be received on December 14, 2023
2. Bids go out to committee on December 15, 2023
3. Committee to meet on December 19, 2023 to determine the short list to be interviewed.

The committee agreed to adopt the two selection schedules and also agreed to bring to the appropriate governing bodies decisions and funding requests, whether at regular meetings or at special meetings, depending upon timing of available information.

- E. The sub-committee provided the following information. R. Tuneski noted the timely and comprehensive work of the sub-committee. (Attachments 8)

1. Email from Rocco Bracciale indicating measurements of all rooms of existing Oswegatchie Fire House had been taken and he developed a spreadsheet showing the collected information.
2. The Sub-Committee also provided measurements of the existing apparatus.
3. Highlighted floor plans also showing the gross square footage.

9. New Business:

- A. Based upon information omissions from previous meetings noted by member T. Olynciw, R. Tuneski's original schedule, R. Tuneski and L. Finnegan's summary of building design attributes discussed at a previous meeting are attached. (Attachments 9, 10, and 11 respectively)
- B. T. Olynciw expressed concern that invoices provided by T. Holland should be reviewed and approved by the committee prior to being paid. The committee agreed with this practice and shall implement. Moving the cost of the consultant to the Fire Station Renovation fund was also discussed.
- C. Linda Finnegan submitted the following invoices for committee approval:

- ACTIONAIR SYSTEMS, INC., Invoice #5810 for repairs to the boiler due to no heat in the building - \$4,909.37. (Attachment 12)
- The Day, Order # d01069635 for the advertisement of Architecture RFP - \$302.64 (Attachment 13)

Motion by Muckle, second by Olynciw to approve the submission of invoices to the Finance Department for payment.

For: Unanimous

Motion Carries

Motion by Muckle, second by R. Bracciale to adjourn – Meeting adjourned 8:49pm

Respectfully submitted by:

Linda Finnegan, Recording Secretary

Dec. 16, 2023

To: Oswegatchie Fire House Building Committee

From: Ted Olynciw

Re: Request for Proposal for Architectural & Engineering services for a new firehouse.

I keep asking myself why only 2 bidders, one from MA and one from CT. There should have been at least 10 proposals. This is a basic \$6M new building. Something went wrong and I think we should openly discuss this sooner than later. I just have this gut feeling that we could have done something more to promote this project and fell short of our goal to obtain more interest in this project. How are we going to respond to the BOS, BOF and RTM? I do not feel comfortable going to these Boards and RTM simply saying we got two bids and am going to award this to the low bidder. Some Towns may say that the RFP was non-responsive and rebid the project. Others would award the contract to the low bidder. What are we going to do?

Here is a list of possible reasons for not getting more proposals?

1. Lack of proper advertising? Could or should we have done more? Should we have advertised in the New Haven or Harford newspapers? Where did we advertise this project?
2. The project was too small or too large for most A & E firms? I do not think so.
3. Did we allow the A & E sufficient time to respond to our RFP?
Did we rush this project?

4. No Pre-Bid Meeting. The standard of practice in construction business is to have a pre-bid meeting for all Architectural and General Contracting Proposals. Who actually made this call?

5. Why did we not provide the most recent set of architectural drawings or A-2 survey to the bidders. The bidders were only provided with the 2014 study, half of which included 36 pages regarding the renovations of the existing building.

The bid documents refer to Architectural plans prepared in 2018 and further stated, " Ideally, the building committee would like to use previously completed design development drawings as a basis for updating design development...". Neither firm addressed this issue. Why did we close to not furnish these documents?

6. Was the bid form too complex. The bid forms required a minimum and maximum cost for the design, the estimated number of hours to be provided by the A & E Firm, and an administrative fee to oversee the work of the specialty consultants. Could the bid form be simplified?

7. Lack of Scope regarding what consultants are to be included with the A & E proposals versus what consultants which may or not be bid separately by the Town.

8. Twig Holand stated that she contacted half a dozen firms.

I would make these calls when I get the firm names, person to speak with and the phone numbers. Perhaps anyone from the committee could make these calls. If personal contracts were made to these firms why did they not bid this project.

131 Adams St
Manchester, CT 06042
8606458838

ACTIONAIR SYSTEMS INC.	
APPROVED FOR PAYMENT	
PURCH. ORDER #	240467 FY 24
VENDOR #	2356
ACCT#	\$
ACCT#	20523-57792 \$ 2,145.58
ACCT#	\$
Waterford Fire Services	
441 Boston Post Rd	
Waterford, CT 06385	
APPROVED BY	DATE
<i>[Signature]</i>	12/14/23

Invoice 5915

Dec 14, 2023

Payment Terms

Due Upon Receipt

Total Due**\$2,145.58**

Due Date

Dec 14, 2023

CUSTOMER NAME

Waterford Fire Services

PROPERTY NAME

Engine 4

PROPERTY ADDRESS

441 Boston Post Rd
Waterford, CT 06385

AUTHORIZED BY

CUSTOMER NO

N/A

Invoice Summary

11/15/23

Installed new circulator for second floor and purged all baseboard and loop. They have heat in whole building at this time.

Item Description	Description	Quantity	Unit Price	Price Subtotal
Heating Materials	circulator pump	1	\$404.26	\$404.26
Labor - Regular Time	Labor - Regular Time	6	\$150.00	\$900.00
Labor - Regular Time	Labor - Regular Time	6	\$115.00	\$690.00
Heating Materials	gasket kit	1	\$151.32	\$151.32
		14		\$2,145.58

Subtotal	\$2,145.58
Taxable Subtotal	\$0.00
Sales Tax Rate	0%
Tax Amount	\$0.00
Total	\$2,145.58

Terms of Service

If you have any questions concerning the billing on this invoice, please contact Taylor Johnson at dispatch@actionairsystems.com or call ext 226
If you have any questions concerning payment on this invoice, please contact Chandra Butler at controller@actionairsystems.com

CT Lic#303447 - RI Lic#00008228 - MA Lic#504-SM-B - CT MCO 0903707
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The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER		
D93036	TOWN OF WATERFORD - FINANCE DEPARTMENT	
CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	Upon Receipt

Order Number	Amount Due
d01070513	\$287.44

TOWN OF WATERFORD - FINANCE
DEPARTMENT
15 ROPE FERRY ROAD
WATERFORD, CT 06385
United States

**MAKE CHECKS PAYABLE TO
DAY PUBLISHING COMPANY**
Include your account # /
order # on your check
remittance

CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATION	REFERENCE #	SIZE/LINES OR QTY	GROSS AMOUNT	OTHER	NET AMOUNT
12/12/23	Request for Proposals- RFQ #23-130	The Day	Fire Services - Request for Proposals- RFQ #23-130	2 col	\$261.44	\$0.00	\$261.44
12/12/23	Request for Proposals- RFQ #23-130	Day Classified Webpage	Fire Services - Request for Proposals- RFQ #23-130	2 col	\$1.00	\$0.00	\$1.00
12/12/23	Request for Proposals- RFQ #23-130	CT Public Notices Webpage	Fire Services - Request for Proposals- RFQ #23-130	Not Applicable	\$25.00	\$0.00	\$25.00
Total					\$287.44	\$0.00	\$287.44

Account Number	Customer	Total Due
D93036	TOWN OF WATERFORD - FINANCE DEPARTMENT	\$287.44

Day Credit Department
Community Classifieds - Toll Free
Day Publishing Company - Toll Free

860-701-4204
800-582-8296
800-542-3354

Accounting Fax 860-437-7504
Advertising Fax 860-437-8780
Classified Fax 860-442-5443

APPROVED FOR PAYMENT	
PURCH. ORDER #	240467 FY 24
VENDOR #	2356
ACCT#	\$
ACCT#	\$
ACCT#	20523-57792 \$ 287.44
ACCT#	\$
APPROVED BY	12/19/23 DATE

Linda Finnegan

July, August, September 2023

Oswegatchie Fire Station Building Committee

Payrate/hr. \$34.41

ACTION	DATE	HOURS	TIME	AMOUNT
Agenda	07/03/23	2:00-2:30p	0.5	\$17.21
Meeting	07/05/23	6:33-8:30p	2	\$68.82
Minutes	07/11/23	6:00-8:30p	2.5	\$86.03
Agenda	07/17/23	12:00-12:30p	0.5	\$17.21
Meeting	07/18/23	6:35-8:17p	2.15	\$73.98
Minutes	07/22/23	6:00-8:00p	2	\$68.82
Agenda	07/31/23	12:00-12:30p	0.5	\$17.21
Meeting	08/01/23	6:30-8:20p	1.75	\$60.22
Minutes	08/04/23	6:30-8:30p	2	\$68.82
Agenda	08/15/23	12:00-12:30p	0.5	\$17.21
Meeting	08/15/23	6:30-8:30p	2	\$68.82
Minutes	08/19/23	9:00-10:30p	1.5	\$51.62
Agenda	08/31/23	12-12:30p	0.5	\$17.21
Meeting	09/05/23	Changes made on Website	0.5	\$17.21
Agenda	-	-	-	-

Total:	18.90	\$650.35
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John Finnegan 12/19/23
Phyllis V.H.