

FIFTEEN ROPE FERRY ROAD



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ATTEST: *David L. Campos*
TOWN CLERK

Oswegatchie Fire Station Building Committee Minutes

February 27, 2024

Meeting called to order at 5:15pm

Pledge of Allegiance

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

Members Absent: Matthew Blankenship

Guests: Twig Holland, Purchasing Agent Shea Moses

- Public Comment: None
- Opening Remarks:
- Review and approval of meeting minutes of 2/6/24
MOTION by P. Rafuse, second by T. Olynciw to approve the minutes of 2/6/24 with the amendment to the motion on Phase II Study by R. Muckle to delete the word "additional"
VOTE Unanimous
- Review of consultant Twig Holland's January invoice
MOTION by T. Olynciw, second by P. Rafuse to approve the payment Twig Holland's January invoice of \$1,375.00
VOTE Unanimous
- Review of invoice from Action Air for repairs to Oswegatchie Fire Department's boiler
MOTION by P. Rafuse, second by T. Olynciw to approve the payment of Action Air invoice in the amount of \$825.00.
VOTE Unanimous

- The following Project Management companies delivered their presentations:
Construction Solutions Group
Downes Construction Company
Colliers Project Leaders

Questions and Answers:

1. Construction Solutions Group (CSG)

Q – The group seems to have more experience with schools opposed to firehouses. How many firehouses has CSG done?

A – Primarily do school construction. There are more school projects than firehouse projects. They have the experience and have individuals that have firehouse experience that they could “tap”. Feels as though they have enough experience with the work they have done with fire stations.

Q – Has CSG worked with Silver Petrucelli before? Any comments on working with them?

A – Yes. Currently working on a project with them in Colchester.
Have a good working relationship with SP&A. SP&A understands CSG’s allegiance is to the owner.

Q – Looking at the RFP, the first few items deal with the pre-design time. Do you provide input to us and the architect to help us make certain decisions, i.e., one or two story, flat or pitched roof, etc.

A – They have an estimator that would help determine effects on construction costs. If the committee has a certain opinion this would be communicated to the architect.

Q – Can you accommodate the accelerated timeline?

A – Since we have yet to begin, the gantt schedule would have to be adjusted so the accelerated timeline cannot be met.

Q – Where have your projects come in relative to your cost projections?

A – Still dealing with pre- and post- COVID but starting to get past that. Things are beginning to even out.

Q – How often do you meet with the general contractor?

A – An average of two site trips a week.

Q – Expedited construction by vacating old building and demolishing prior to construction phase mentioned in presentation. How much money and time would it save?

A – It is possible to do an early package to demo and site prep prior to construction. Early site prep would save approximately 3 months and possibly shave off one or

two months on the construction timeline as well. Staff time could probably be saved as well.

Q – What was the most challenging aspect of a recent project and how was it resolved?

A – Uncertain time of Roof Top Unit delivery was challenging. Project was supposed to be turned over in January and the units did not arrive until April. The existing building remained occupied longer.

Q – Do you do early bid packages for long lead equipment and how did that work out?

A – Early packages for electrical equipment which majority were received, switchgear is still an issue. Having the contractor work on alternate plans to expedite when the switchgear arrives

Q – How do you budget and control soft costs?

A – Previous projects are looked at that are similar in size and nature and make adjustments for the size and time of the prior projects, meaning escalation. Also use historical data.

Q – Phase I fee is considerably higher than the other proposals. What was seen as far as the effort required for Phase I?

A – Being involved with our meetings to work through the design process to make sure the end views are what committee wants. Want to commit those resources to making sure the company is on top of all conversations and spend time looking at the general requirements the architect puts out.

Q – Being design, bid, build how would early bid packages be handled?

A – Would have to think about how we would manage that. Would need to be thorough in the bid package language as to how it is transferred over to the electrical bidder.

Q – Would CSG be able to give advice when talking with the mechanical engineering vendor on HVAC systems?

A – They get a commissioning agent to go through and checks all the data points and receive feedback. Mostly would listen to what the town wants and relay that information to the mechanical engineer.

2. Downes Construction Company

Q – How involved is the PM with our meetings with the architect?

A – First step is to meet with the committee, stakeholders and designers to refine the goals and expectations. Collect all data for what is needed within specific areas. Estimating team will provide information on pricing of different options.

Q – What does Downes estimate the number of months for the project start to end?

A – 20-24 months and a couple of months for abatement and demolition of existing building.

Q – Handouts list only three firehouses. This is a concern.

A – Feel that their experience within the public safety realm offsets the individual fact that they may have only a certain amount of strictly fire departments. Feel their construction background coupled with OPM experience surpasses the concern.

Q – How accurate have Downes' construction estimates been with the effect of the COVID pandemic? How accurate are the estimates to the actual cost?

A – Due to cost increases budgets established in 2019-2020, there have been some disappointed clients. To attempt to mitigate this during that time and today is having constant contact with sub-contractors and suppliers and incorporate this knowledge in the estimates. Usually within 1-2% of the budget they establish.

Q – What was the most challenging aspect of a recent project and how was it resolved?

A – Realized that the electrician was not the best. Downes set up a process with the general contractor and owner to have more focused meetings on this aspect of the job to ensure the obligation was fulfilled of that significant component.

Q – How do you budget and control soft costs?

A – They will use an existing template from similar projects as a basis for discussion and use historical data on a percentage basis of what soft costs may be after gaining information on the scope and develop the budget from there.

Q – What tools are used to assist committee in procuring funds from the Town?

A – Would give presentations at community outreach meetings.

3. Colliers

Q – Have you work with SP&A in the past?

A – Yes, extensively.

Q – How many employees does Colliers employ?

A – Collectively, 120.

Q – Are cost estimates for the budget done in house?

A – Colliers does not do professional cost estimates. They would solicit a professional cost estimator to solicit 3-5 cost estimates.

Q – How many fire stations have you done in the last six months?

A – Five, from finished to just beginning.

Q – How accurate have the cost estimates been?

A – With COVID impacts, budgets established in 2021 that started in 2022 is where funding increases started being seen. Now reconciliation is usually within 10%.

Q – How are the escalating costs handled, running higher contingency?

A – If feel there may be some risks they have multiple line items for contingency. Also watch commodity trade trends very closely.

Q – Has Colliers done early bid packages for long lead time equipment?

A – Yes - generators, switchgears.

Q – Any challenges on a recent project and how was it resolved?

A – By watching trends on mineral oil insulation was able to order prior to lead time doubling and received product on time.

Q – How are soft costs managed in the early phase of the project?

A – Will establish a budget and insert contracts as they come in and track.

- References supplied by S. Davy:
 - 1) Colliers – Very highly recommended. Done a lot of fire stations and Tony is very knowledgeable about fire stations
 - 2) CSG – Very thorough and came under budget a lot. The president of CSG works very closely with the team and see him quite regularly.
 - 3) Downes – Good recommendations. Learning curve on knowledge of fire station. Personality clashes.
- Discussions ensued regarding the three companies' presentations.

MOTION by P. Rafuse, second by J. Bracciale to eliminate CSG from the list of Project Managers.

VOTE Unanimous
- Voting by a show of hands resulted a 5-2 vote in favor of Downes Construction Company.

MOTION made by W. Gilpin, second by T. Olynciw to select Downes Construction Company as Project Manager by majority vote.

FOR – 5

AGAINST – 2

Motion Carries

MOTION to adjourn made by J. Bracciale, second by B. Tuneski

VOTE Unanimous

Meeting adjourned 9:12pm

Respectfully submitted by
Linda Finnegan, Recording Secretary