

Draft

Minutes of a special meeting of the Standing Building Committee held on February 15, 2018, at the Community Center, 32 Church Street

Present: Scott Orenstein, Peter Rader, Shawn Acri via teleconference

Also present: Rick Maynard, Director Parks and Recreation Department; Robin Hewey, Joseph Merluzzo, HAKS via teleconference

Mr. Orenstein called the meeting to order at 6:30 p.m.

1 Discuss for possible action plans and specifications for Community Center Roof Replacement Project. Mr. Rader noted that he had reviewed the plans and specifications and commented that he hoped the bidder numbers would be closer together this time but he had concerns that the bid documents may generate a significant number of questions from the bidders.

Mr. Orenstein expressed concern for the wording regarding the gutters which provides for a “bidder’s choice” as to whether the bidder maintains the gutters, removes and re-installs the gutters, or removes and replaces the gutters. He suggested wording that specified the contractor must include in the base bid all costs to repair, maintain, remove and reinstall or replace the copper gutter system section as necessary to complete the work. Based upon the current language, the contractor could base his bid upon his choice to maintain the gutters and then request a change order if it becomes necessary to remove and replace the gutters.

Mr. Acri commented that he is concerned that the current language could be interpreted as described by Mr. Orenstein.

Mr. Merluzzo commented that he believes the wording currently included in the plans addresses these concerns by directing the contractor to protect or replace any gutters damaged. As worded, he believes it is clear that the contractor owns the gutters and is responsible for any damage. He sees no reason to modify the language.

Mr. Hewey commented that he believes the current wording covers two potential options of repair and replace and everything in between. The current wording provides for the contractor to make the determination. The wording makes it clear that the contractor needs to protect the existing condition of the gutters and he can decide whether to take them down or protect them in place knowing that he owns any damage done with either option. This is the normal process for handling this type of situation. Despite Mr. Orenstein’s concerns, Mr. Merluzzo said that he would not change his wording.

Mr. Orenstein expressed concern for another issue which he saw as another potential problem with the wording regarding the requirement that the contractor hire an electrician to provide specifics regarding the wiring necessary for the heating tape for the gutters in the kitchen area. He questioned if it would be better for HAKS to hire an electrical engineer to prepared specifications to include in the bid documents so this item becomes part of the base bid.

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Mr. Rader commented that he did not have a concern with this item and he believes the contractor will hire an electrician who will provide them with the information needed to be able to include this item in their base bid.

Mr. Rader commented that it is the job of the architect to put together a clear bid package and he feels that some of the requirements are not clearly defined on the current plans. He is concerned that not many bids will be submitted because the contractor will not feel that the plans are clear or there will be multiple Requests for Information (RFIs) and potential change orders. If the gap in the bids come in too wide, this can be an indicator that there were too many questions in the documents and there can be a potential liability of too many change orders. Mr. Hewey commented that a wide difference in bids can also indicate that different contractors sometimes approach the process of submitting a bid in different manners. Mr. Hewey commented that they already removed the unit prices as we requested to avoid problems with the bid. Mr. Orenstein commented that we had said that making the base bid all-inclusive was one solution to the problem with the last bid but, instead of taking out the unit prices completely, we would have preferred that the base bid include unit prices with accurately estimated quantities, which would have been the best way to obtain accurate bids but the Committee was not going to direct the Architect how the bid package should be prepared.

In response to a question, Mr. Merluzzo noted that the contractor will have approximately two weeks to put together their bids. All contractors will be required to attend a pre-bid walk which will be scheduled for a day when weather allows contractors to look at the conditions on the roof and be able to include in their bid what they see as the best way to handle the gutter. Once the bids are received, HAKS will review the bids, develop a summary sheet and make a recommendation.

Mr. Orenstein noted that he plans to vote no on any motion made to move forward with the plans as submitted.

Mr. Rader commented that he will support approval of the plans as long as the issues raised by Mr. Orenstein regarding the gutters are addressed. One option is to specify the replacement of a specific number of linear feet and to request a unit price for any additional gutter length. The bid document could also set a unit price for gutter replacement.

Mr. Hewey noted that he believes the wording as provided specifies that if a contractor damages any of the gutters, then they are responsible. He believes the way they set it up in the documents is the most effective and efficient way to handle this item. Mr. Hewey also commented that he would be concerned there could be wide variances in unit prices and the estimate of different contractors can be based on varying quantities estimated.

Mr. Acri made a motion that was seconded by Mr. Orenstein, to deny approval of the plans and specifications for the Community Center Roof Replacement Project as submitted.

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Mr. Maynard asked the HAKS representative if the changes as recommended by Mr. Orenstein could be put in place to be able to move the project forward.

Mr. Orenstein agreed to contact Town Counsel Milliman to ask if it would be appropriate for him to provide language to HAKS that he believes will address his concerns regarding how the contractor should handle the gutters in developing their bids.

Based upon the foregoing discussion, Mr. Acri withdrew his motion.

On motion made by Mr. Orenstein, and seconded by Mr. Acri, the Committee voted unanimously to approve the plans and specifications for the Community Center Roof Replacement Project subject to the addition of language regarding handling of the gutter portion of the project, provided by Chairman Orenstein and approved by Town Counsel Milliman, being included and accepted by the Committee members.

On motion made by Mr. Acri, and seconded Mr. Rader, the Committee voted unanimously to adjourn the meeting at 7:10 p.m.

Terry Holland-Buckley
Clerk