

Draft

Minutes of the regular meeting of the Standing Building Committee held on March 6, 2018

Present: Scott Orenstein, Chris Anderheggen, Jim Goodridge, Shawn Acri

Also present: Cliff Gurnham, Director of Operations; Kevin Mitchill, Director of Technology, BOE; Greg Longo, BL Companies; Michael Sahm, Matthew Kazubowski, ECG; Aaron Alibrio, Sean Merrick, Dana McGovern, Gary Reiff, Anthony Marciano, Johnson Controls

Mr. Orenstein called the meeting to order at 7:00 p.m.

1. Approval of minutes of regular meeting of February 6, 2018 and special meeting of February 15, 2018. Mr. Orenstein requested that the minutes of the regular meeting of February 6, 2018 be tabled for approval at the next meeting. On motion made by Mr. Orenstein, and seconded by Mr. Anderheggen, the Committee voted unanimously to table action on approval of the minutes of the regular meeting of February 6, 2018

On motion made by Mr. Acri, and seconded by Mr. Orenstein, the Committee voted to approve the minutes of the special meeting of February 15, 2018 as submitted. Mr. Orenstein and Mr. Acri voted in favor of the motion and Mr. Anderheggen and Mr. Goodridge abstained.

2. Public Comment. There were no items discussed under public comment.

3. Board of Finance report. Mr. Orenstein noted that Mr. Ayles could not be present at this meeting due to the Annual Budget Hearing being held this evening at the Community Center so he had submitted a question regarding why the district-wide wiring and electrical upgrades for Baldwin, Jones, and Cox were not seemingly combined into one project. Mr. Gurnham had responded that one project is IT data wiring (fiber) and the other project is the main switch gear and sub panel upgrades with associated feeder replacement.

4. Revisions to agenda as appropriate. No revisions to the agenda were necessary.

5. Update for possible action Town Hall Elevator and Fire Alarm Upgrades Project. There was no updated report on the Town Hall Elevator and Fire Alarm Upgrades Project.

6. Update for possible action Community Center roof replacement project. There was no update report on the Community Center roof replacement project.

7. Discuss for possible action update on district-wide wiring upgrades. Mr. Mitchell noted that the bids for Wiring Upgrades for Guilford Public Schools were opened on February 14th and members were provided with a bid summary sheet. Bids were provided for Part 1: Cabling and Part 2: Network Equipment and each part will be awarded separately. He conducted a thorough scope review with JKS Systems which had the low bid of \$33,545.00 for Part 1 and the contractor is comfortable with his number. He contacted two references for JKS Systems and received very good reviews. The JKS representative was present at the bid opening so they are aware of the numbers submitted for the

2-Minutes of the regular meeting of the Standing Building Committee held on March 6, 2018

other bids. Mr. Orenstein noted that the Committee has a responsibility to recommend the low bidder unless there is a specific reason to disqualify.

The low bidder for Part 2 Network Equipment was CDW Government LLC with a bid of \$36,669.00. Mr. Mitchill noted that he is very familiar with this vendor who has done work for the Board of Education in the past and has been very satisfied with their work.

In response to a question by Mr. Goodridge, Mr. Mitchill noted that he does not anticipate any problems with asbestos.

In response to a question by Mr. Orenstein, Mr. Mitchill noted that because of the project cost a performance bond is not required.

After discussion, on motion made by Mr. Orenstein, and seconded by Mr. Anderheggen, the Committee voted unanimously to recommend that Bid #6-1718, Part 1: Cabling be awarded to JKS Systems for \$33,545.00 as the low bid and Part 2: Network Equipment be awarded to CDW Government, LLC for \$36,669.00 as the low bid.

8. Update on Baldwin Middle School Windows and Doors project. Mr. Gurnham noted that the contractor has submitted a preliminary schedule for work this summer with work to begin on June 17 or the day after school is out for summer break with completion scheduled for August 19th.

Mr. Orenstein recommended that Mr. Gurnham ask the contractor to verify the color and type of windows ahead of time so there are no issues with the incorrect windows being delivered like what happened with the first stage of this project.

9. Update on Melissa Jones roof project. Mr. Gurnham noted that the Melissa Jones Roof project is presently going out to bid next Tuesday, March 13th. State approval for the documents and bidding has been received. The bid opening is scheduled for Thursday, March 29th so he plans to have the bids available for review at the April 3rd Standing Building Committee and will be looking for a recommendation to award.

10. Discuss for possible action update on HVAC Upgrades at Baldwin and Jones School. Mr. Gurnham noted that they are developing an RFP for the HVAC Upgrades at Baldwin and Jones School. This project is not scheduled to move forward until next year.

11. Discuss for possible action update on Electrical Upgrades at Baldwin and Cox Schools. Mr. Longo noted that there was a walk-through with potential contractors for the electrical work at Baldwin Middle School. A number of the contractors expressed concern for the alternate in the specification for the wiring since there would be so many unknown factors since they needed to provide for replacement wire if any cloth wire was found and this was an unknown. To try to simplify things for the contractors and receive more realistic and consistent bids, the Board of Education Electrician pull the panels off and examined the wire at Cox and Baldwin schools and did not find any cloth wire. He recommended that,

3-Minutes of the regular meeting of the Standing Building Committee held on March 6, 2018

with this finding, the drawings be modified, an addendum be sent out to prospective vendors to direct that the wiring should be left in place and the bid deadline be extended by two weeks to March 20th. He believes this change will save the Town a substantial amount of money. The only risk is that the wires could potentially go bad over time so the contractors could be asked to run an MEG test to check for leakage and include a unit price per linear foot of MC feeder cable to replace as an alternate. If any problems are found the contractor would submit a change order. Mr. Longo commented that he believes it is a relatively low risk that a problem will be found and there is a potential for a substantial savings. After discussion, the Committee members were in agreement that a modification to the specifications as recommended by Mr. Longo should be made.

12. Discuss for possible action update on Performance Contracting. Mr. Alibrio introduced Michael Sahm, and Matthew Kazubowski from ECG; and Sean Merrick, Dana McGovern, Gary Reiff, and Anthony Marciano from Johnson Controls as the team who will be working with the operations portion of the Performance Contracting projects.

Mr. Merrick noted that ECG will be working on a project manual for the primary projects which include:

- Upgrade at Cox front end which will be moved up in the process since their front end control system went down.
- Weatherization at Town Hall
- Piping valves at various school and town buildings
- Attic insulation at Adams Middle School
- Completion of the rebate paperwork

They will initially schedule work to begin for projects that will not impact the buildings with other projects to be scheduled once school ends.

In response to a question, Mr. Alibrio noted that the Town currently has \$500,000 in guaranteed rebates but there are other applications pending. He noted that they are waiting for the LOA before doing the lighting work or it is disqualified. This work is the incentive part of the project and must be done as a package. The zrex paperwork is currently all in hand. He believes that, overall, the performance contracting program is going well.

In response to a question by Mr. Orenstein about the process once the design work is complete, Mr. Alibrio noted that following a review by Johnson Controls and ECG the design will go to the Standing Building Committee, Mr. Neydorf and other building managers and custodians, and Mr. Gurnham for review.

Mr. Gurnham commented that during any review it will be important to insure quality and that all plans meet the specifications.

4-Minutes of the regular meeting of the Standing Building Committee held on March 6, 2018

13. Chairman's report/Committee correspondence. Mr. Orenstein reviewed the discussion from the special meeting of February 15th regarding the Community Center Roof Project. After some follow-up the end result is that HAKS proposed a change in the language as recommended and the project is now out to bid.

14. Take action on items as appropriate. There were no items discussed under #14.

15. Approval of bills. On motion made by Mr. Goodridge, and seconded by Mr. Anderheggen the Committee voted unanimously to approve an invoice from Terry Holland-Buckley for \$255.00 for 15 hours of secretarial service for a regular meeting in January, and a regular and special meeting in February, 2018.

On motion made by Mr. Orenstein, and seconded by Mr. Goodridge, the Committee voted unanimously to approve a bill from BL Companies for \$3,150 for 100% completion of design for the electrical upgrades at Baldwin Middle School and Cox School.

16. Old business. There was no discussion under old business.

17. New business. The Committee members discussed the process to select architects and engineers to place on the Town's on-call list. Mr. Gurnham noted that the on-call A & E contract is for a specific time frame and he believes the contract will be up in the next year or so when the process to create the on-call list will need to be done again. Mr. Gurnham agreed to check the date when the on-call list is up and ready to solicit vendors again.

Mr. Orenstein commented that it is important that a Department that has an upcoming project come to the Standing Building Committee with three recommendations for an on-call vendor so the Committee is able to provide guidance. Mr. Gurnham noted that this is particularly important for roofing projects since any vendor should be able to specify that they have the necessary experience with the State process.

18. Executive session as needed. There were no items for discussion in executive session.

On motion made by Mr. Acro, and seconded by Mr. Goodridge the Committee voted unanimously to adjourn the meeting at 8:00 p.m.

Terry Holland-Buckley
Clerk