

Wallingford Police Station Steering Committee Minutes

SPECIAL MEETING

Thursday, July 7, 2022 @ 10AM
Town Hall, 45 South Main Street
Room 315

PRESENT: Alison Kapushinski, Town Engineer, Steering Committee Chair, Jon Walworth, Anthony DeMaio, Deputy Chief of Police, Richard Heidgerd, Retired Fire Chief, William Wright, Retired Police Chief, Rob Baltramaitis, Director of Public Works, Andrew Whitehouse, Jacunski Humes, Jeffrey Anderson, Downes Construction, Beth Dighello, Recording Secretary

Call to Order

The meeting was called to order at 10:04 a.m.

Agenda Items

1. Discussion and possible action regarding a bid for Construction Owners Representative Services.

Ms. Kapushinski stated that she distributed the draft Construction Owners Representative Services bid to the committee about a month ago. She based the draft bid on a similar bid done by North Haven Police Department. Mr. Walworth has reviewed the bid and revised the Scope of Services. The Committee will determine the final scope of services and the evaluation criteria. Mr. Walworth walked the Committee through his proposed scope of services. The Committee provided feedback to Mr. Walworth who will make the appropriate changes to the document. Ms. Kapushinski will review the revised document and distribute it to the Committee for further review.

The Committee discussed the specifics of the two part bid. Mr. Walworth asked if the Committee would like to use the 50/50 model, basing 50 percent on qualifications and 50 percent on price. It was decided that for this bid, the 50/50 model should be used.

The Committee discussed the evaluation criteria including technical qualifications and experience. It was decided to include that a local presence is preferred. Also, regarding previous experience, it was agreed that it should state that experience with Public Safety projects is preferred. Ms. Kapushinski said that she will work on finalizing the qualifications section. Ms. Kapushinski stated that the minimum qualifications must be finalized before the scoring matrix can be completed.

No action was taken.

2. Discussion and possible action regarding a bid for Commissioning Agent Services

There was discussion regarding the responsibilities of a Commissioning Agent. After reviewing these responsibilities, the Committee determined that there would be quite a bit of redundancy between the responsibilities of Downes Construction and those of a Commissioning Agent. Mr. Anderson recommended have a Commissioning Agent for the central building automation systems and HVAC system. He agreed to look at the list of responsibilities to determine which Downes is already providing and which might require a Commissioning Agent. He will touch base with Chief Ventura next week to make sure everything is accounted for. He stated that at the end of the project, Downes will train the Police Department on all systems in the building. They will provide videos and hard copies of the training for future reference. That is part of the turnover process. The Committee decided that Downes will include language in their bid documents stating that there will be a Commissioning Agent which will require compliance.

It was decided that a Commissioning Agent is not necessary for this project, and that the Construction Manager should carry an allowance for commissioning services. Downes suggested they could get three prices for commissioning services for HVAC. Ms. Kapushinski asked Mr. Anderson to provide her a sample of a commissioning report. He replied that it is usually web-based, but he should be able to generate it. Ms. Kapushinski suggested that the Police Department include in their budget, money for a vendor to come in ten months after occupancy to inspect all systems before the warranty expires.

There was no action taken.

A motion was made to adjourn the meeting.

Made by: Mr. Baltramaitis

Seconded by: Mr. Heidgerd

Votes: 5 Ayes

The meeting was adjourned at 11:47 a.m.

Respectfully submitted,

Beth Dighello
Recording Secretary