

**Wallingford Police Station Steering Committee Minutes
REGULAR MEETING**

**Thursday, November 10, 2022 @ 10 AM
Wallingford Public Library
200 North Main Street
Collins Room, Lower Level**

PRESENT: Alison Kapushinski, Town Engineer, Steering Committee Chair; Jon Walworth (via phone); John Ventura, Police Chief (arrived at 10:10 am); Richard Heidgerd, Retired Fire Chief; Vincent Cervoni, Chair Town Council (left at 10:23 am); Rob Baltramaitis; Jeff Anderson, Downes Construction; Sean Slain, Downes Construction; Brian Humes, Jacunski Humes; and Joe Verellio, IT Administration.

Call to Order

The meeting was called to order at 10:03 a.m.

Agenda Items

1. Approve/accept the minutes from the October 13, 2022, Regular Meeting

A motion was made to approve/accept the minutes from the October 13, 2022, Regular Meeting

Made by: Rich Heidgerd

Seconded by: Jon Walworth

Votes: Heidgerd – Aye; Walworth – Aye; Kapushinski – Aye; Cervoni – Abstain; Baltramaitis – Abstain.

2. Approve/accept the 2023 Meeting Calendar

A motion was made to approve/accept the 2023 Meeting Calendar as submitted

Made by: Vincent Cervoni

Seconded by: Rich Heidgerd

Votes: Unanimous to approve

3. Public Comment - none
4. Update from Police Department – Chief Ventura

Chief Ventura reported that they have the 1 pm walk-through today and are waiting for the tower meeting which has ramifications for other projects around town. Ms. Kapushinski asked Chief Ventura to bring a list of questions to the meeting on Tuesday.

5. Update from Design Team – Jacunski Humes

Brian Humes reported that they submitted the final filing to Planning and Zoning, which was a requirement of the Planning and Zoning approval as well as for permitting by the Fire

Department. He reported that they received the code review from Joe Versteeg, who is the third party reviewer as required by the Building Department. There was a recommendation that the Town issue a building permit. It also had 15 or so items that he wanted further clarification on. They are putting the response together. Some were clerical issues or requests for additional information. One of the bigger items was a request for more design on the smoke evacuation system in the detention area. He explained how they evacuate the smoke using pressure. He stated that they did some additional mechanical engineering which is being prepared as addendum number one to the bid.

Mr. Anderson reported hearing from the Fire Marshal about an issue with the parking lot and curb cuts and access to the lot for a fire truck or pumper truck. Ms. Kapushinski added that she thought there was just some confusion due to the retirement of the Fire Marshal. The acting Fire Marshall told her that the island closest to the sally port needs to be modified to allow a turning radius. Mr. Anderson added that there was a question about the gate and the employee parking lot entrance as well. Mr. Humes added that there was a comment in the Planning and Zoning submission about that as well. He noted that they have already widened that curb cut. The location is the same and the parking lot is the same.

6. Update from Construction Manager – Downes

Jeff Anderson stated that they are formally out to bid for the project. The bids are due on December 6th at 2 pm, subject to change by addenda if there are a lot of questions or concerns. There is a pre-bid walkthrough today at 1 pm for contractors that intend to bid. This allows the bidders to understand existing conditions and ask questions. He stated that they are already receiving questions through the Town of Wallingford purchasing portal. They are reviewing those questions with Mr. Humes who can review and add responses. All the questions and answers will be put in an addendum that will be distributed to bidders. This is a major step in the process of submitting a GMP. He noted that the PDF file of the drawings is locked by the Purchasing Department so the contractors cannot export individual drawings. Chief Ventura was going to work towards a resolution for that. A list of who has downloaded the plans has been given to them. So far the process is working well.

Ms. Kapushinski asked to meet in the next week or so to update the schedule for what's out to bid right now, between bid opening and notice to proceed to make sure Council meetings are factored in. Mr. Anderson offered to send the update he has to Ms. Kapushinski.

7. Update regarding Owner's Representative – Alison Kapushinski and Jon Walworth

Ms. Kapushinski reported that she and Jon Walworth met with Jim Russo earlier this week following his contract signing with Purchasing. She did a PO for \$10,000 which is enough to get him started reviewing the plans and specs. He will be attending the Tower special meeting. He submitted a proposed Owner's Rep. budget to be reviewed at the next meeting. Mr. Walworth added that they have asked Mr. Russo to help with monitoring the soft costs and walk all those purchase orders to Sal to expedite the purchasing process wherever possible. He stated that he and Ms. Kapushinski have begun analyzing the soft costs and had asked Mr. Humes for a budget for FF&E from the interior design consultant. That number is twice our FF&E budget. Mr. Walworth will meet with the Chief to reevaluate. He stated that we also need a number for the moving consultant and a couple of other items. He stated that we need an FF&E budget to give to Council in early January.

8. Discussion and possible action regarding electrical switchgear – Kapushinski

Ms. Kapushinski reported that Downes provided a summary of the quotes they received. She reminded the Committee that Town Council approved a bid waiver for this item, so we can now authorize Downes to purchase. Mr. Anderson explained the comparison of the three vendor quotes. He explained that the engineers used Eaton as their basis for design, but a different vendor can be used. Eaton was the lowest number by a significant margin but has been reported to be problematic with meeting deadlines and transparency. The comparison outlines approximately when the gear will be on-site for each decision and how it relates to the certificate of occupancy for the building, which is the first week of June 2024. As we sit here today, all the lead times work but are tight. The most ideal situation is the Square D quote, which is the most expensive proposal at \$133,600. The Eaton bid is relatively close to Siemens for lead time. He noted that the budget for this was just under \$100,000.

Mr. Cervoni asked if Mr. Anderson felt that the Siemens lead time estimate is an honest estimate as it is the longest. Mr. Anderson stated that they haven't heard anything negative about Siemens from the contractors. Mr. Cervoni noted that the Town Council would have a hard time with them awarding the contract to the highest bid.

Mr. Baltramaitis asked if the bid waiver included going with the lowest bidder. Ms. Kapushinski replied that it was presented that Downes would be obtaining quotes to ensure it is competitive. There was no directive to award the lowest quote.

Mr. Anderson pointed out that they are predicting a mid-December release of the gear based on the decision today. Without the bid waiver, he predicted it would be a mid-March 2024 release. He noted that they are not recommending going with one of the higher bidders, he just giving all the information he has. It will be their job to monitor the prime electrician who is responsible for receiving the gear, and installing and commissioning it.

Mr. Walworth asked if there is any indication of how problematic Eaton has been. Mr. Anderson explained the delays have been in months, not weeks. Mr. Walworth asked if there is a premium we could offer that would incentivize them. Mr. Anderson stated that he didn't know. Ms. Kapushinski noted that the idea doesn't seem to have committee support.

Mr. Baltramaitis asked if the contract with Eaton would include a delivery date and potential damages for being late. Mr. Anderson replied that they don't have liquidated damages on this job other than contractual language about complying with the schedule. The challenge is that this is a pre-purchase process. We will be at their mercy.

Mr. Cervoni that damages are money but not time. If they are paying damages, that just starts the clock again. He stated that his inclination is to vote for the Siemens bid. If we can rely on their lead time, it's better than Eton which may not be reliable.

Mr. Anderson stated that they heard negative feedback on Eaton from one contractor. He doesn't know if it is a consistent issue.

Ms. Kapushinski stated that based on what she is hearing from Downes she doesn't see Eaton as

being qualified due to the doubt in the timeline. She agreed that Siemens would be the best option.

Motion to approve awarding the quote to Siemens for the amount of \$110,800

Made by: Vincent Cervoni

Seconded by: Rich Heidgerd

Votes: Unanimous to approve by voting members Heidgerd, Walworth, Cervoni, Baltramaitis, and Kapushinski.

9. Discussion and possible action regarding the proposed tower at 100 Barnes Road - Kapushinski

Ms. Kapushinski recommended that this topic be postponed until a special meeting can be held. The focus would be to bring everyone up to speed on the tower since we are already behind schedule. She verified that November 15th is good for the committee.

Tabled to Special Meeting. The meeting is set for 11/15/22 at 10 am in the Training Room of Police Station, 135 North Main Street.

10. Subcommittee Updates

Budget – Ms. Kapushinski reported on the invoices she has paid. There haven't been many.

Mr. Walworth asked about the A2 survey and clarified that it is a separate fee from the Jacunski Humes fee. Mr. Humes replied that it was included. Mr. Walworth noted that there is a double entry in the soft costs. Ms. Kapushinski noted that there was an allowance for the acoustical consultant and asked if that will be used. Mr. Humes replied that we are probably not going to need it, but recommended leaving it there.

11. Other business

Mr. Anderson asked how we will handle materials testing inspection, as it will be needed in the spring. Will it be a separate RFP? Mr. Walworth stated that it is typically an owner-compensated item for the CM to bill against. Mr. Baltramaitis noted that there is a line item in soft costs for building and inspection. An example would be a third party taking samples of concrete as it's poured to make sure it meets the progressive strength. The State requires it to be done by an independent third party. Ms. Kapushinski stated that they will write another bid. Mr. Humes stated that they can provide a statement of special inspections that gives all the required tests, but Downes can't say how many. Mr. Anderson stated that they have a typical solicitation format that estimates quantities.

Mr. Anderson introduced Sean Slain, the Project Engineer. He will be working with Jeff to administer the project.

The meeting was adjourned at 10:54 a.m.

Respectfully submitted,

Cheryl-Ann Tubby
Recording Secretary