

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

**Thursday, December 8, 2022, @ 10 AM**

**Wallingford Public Library**  
**200 North Main Street**  
**Collins Room, Lower Level**

PRESENT: Alison Kapushinski, Town Engineer, Steering Committee Chair (via phone, left 10:25 am); Rob Baltramaitis (via phone), Jon Walworth; Richard Heidgerd, Retired Fire Chief; Vincent Cervoni, Chair Town Council; Jeff Vosburgh, Downes Construction; Sean Slain, Downes Construction; Brian Humes, Jacunski Humes (via phone); and Jim Russo.

**Call to order**

The meeting was called to order at 10:03 am.

Ms. Kapushinski requested Jon Walworth run today's meeting.

**Agenda Items**

1. Accept minutes from November 10, 2022, Regular Meeting and November 15, 2022, Special Meeting

**A motion was made to approve the minutes from the November 10, 2022, Regular Meeting and the minutes of the November 15, 2022, Special Meeting.**

**Made by: Vincent Cervoni**

**Seconded by: Rich Heidgerd**

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

2. Public Comment  
None
3. Update from Police Department – Chief Ventura
  - a. From Chief via email 12/7: "Myself and Jon met and had a productive conversation about the interior design which he can go into detail if need be but I have a meeting scheduled on the 13th to address some of the concerns that came about."  
Mr. Walworth noted that the Furniture, Fixtures, and Equipment budget was twice what we had in our budget. The meeting on the 13<sup>th</sup> is with Brian Humes, the interior designer, Alison Kapushinski, and Mr. Walworth to refine the budget and will be held at the Police Department.
4. Update from Design Team – Jacunski Humes

Mr. Humes reported that most of his activity has been assisting with the bid process and responses to questions. They have issued four addendums and don't anticipate any more.

#### 5. Update from Construction Manager – Downes

Mr. Walworth asked if the Committee and Owner's Rep have access to the RFIs. Mr. Humes replied that all the RFIs are coordinated through purchasing in Wallingford, so if you are a registered plan holder, you will get all the information. Mr. Humes reported that they are extracting the bid RFIs from the Procurement system and sharing the information with the design team. The addendums are uploaded and distributed to the bidders. He offered to help committee members get access to the purchasing system. He clarified that the committee will have access to Procure. He offered to send a PDF with all the information.

Mr. Vosburgh reported that they extended the RFI period to December 6<sup>th</sup>. They expect to receive the bids on December 13<sup>th</sup> at 2 pm in the Town Hall auditorium with a public bid opening. They extended the bid deadline and consolidated a couple of the bid packages. They hope for at least three 3 bids per bid package. After the most qualified bidder is selected they will be working through the scope review and then the GMP Addendum. He confirmed that Downes will submit their GMP by January 13<sup>th</sup>. He expects to have the GMP for committee review by January 10<sup>th</sup> to be discussed at the January 12<sup>th</sup> meeting and then to the Town Council for their January 24<sup>th</sup> meeting.

Mr. Cervoni noted that Council needs materials for an agenda item one week in advance.

Ms. Kapushinski noted that the approved GMP and total bond request need to be to the Comptroller by January 11<sup>th</sup> to coordinate with the Bond Council. Mr. Walworth asked for verification of that date. Ms. Kapushinski stated that the Bond Council is already working on the backup for the Bond Amendment. She stated that the dates are in her spreadsheet. She agreed to a special meeting on January 10<sup>th</sup>. She noted that there is no flexibility with the Comptroller's deadline.

Mr. Vosburgh mentioned that several bidders are from out of state, so there will be Zoom meetings for the scope reviews. He invited Mr. Russo to participate and asked who else should be invited. The discussions are public records and will be part of the contract. He reported that there are 22 bid packages. Mr. Vosburgh reported that Ms. Kapushinski sent them a memo stating that it would not be acceptable for Downes to bid on some of the finish work.

#### 6. Discussion regarding sample GMP – Downes

Mr. Walworth asked for any feedback on the sample GMP that was provided. He gave his memo with questions to Mr. Vosburgh. Mr. Vosburgh stated that he is happy to review any questions and that the scope review may resolve some questions as well. Mr. Cervoni noted that the question on the 90-day pricing could be secured by the written contract. It was also mentioned that it is the purpose of the bid bond.

Mr. Vosburgh was asked for a template of the contract in the bid packages.

#### 7. Discussion regarding Project Soft Costs – Walworth

Mr. Walworth mentioned Ms. Kapushinski's email with the spreadsheet. The spreadsheet has been refined. The major item is the Furniture, Fixtures, and Equipment line which will be refined on the 13<sup>th</sup>. He noted that Mr. Russo will take this over as the Owner's Rep to track the costs.

8. Discussion regarding a bid for Material Testing/Inspections – Russo

Mr. Russo stated that he received a template for inspections and testing and from Mr. Humes, a Statement of Special Inspections which will be used to prepare an RFP. He will work with Ms. Kapushinski on this.

Mr. Baltramaitis asked for a list of special inspections from Mr. Humes. He will touch base with Ms. Kapushinski to see if the Statement provided by Mr. Humes is what he needs.

Mr. Walworth noted that there is a line item for Special Inspection Construction Testing. He asked Mr. Russo if the amount is appropriate. Mr. Russo suggested waiting until we see Union prices. In response to a question, Mr. Walworth stated that we prepared a draft RFP for Commissioning, then it was determined that the service would not be required.

9. Discussion and possible action regarding increasing the Purchase Order for Jim Russo, Owners Construction Representative – Kapushinski

Mr. Walworth stated that Mr. Russo was asked to categorize and break out his budget for the anticipated services. The total is \$112,050 based on an average of 10 hours a week. Mr. Walworth did his own estimate and came up with \$108,000. He asked Mr. Russo to resubmit for \$112,000.

**Motion to approve the increase to Jim Russo's Purchase Order for Owners Representative Services by \$102,000 for a total PO of \$112,000.**

**Made by: Cervoni**

**Seconded by: Heidgerd**

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

11. Subcommittee Updates

Mr. Walworth reported that he has passed the schedule on to Downes and asked for updates before meetings.

12. Other business

Mr. Walworth reported that Downes has mentioned a possible increase in the cost of the electrical switchgear. Mr. Vosburgh stated that addendum two had breaker revisions to the electrical panels which increased the cost by about \$2,645. He stated that it is worth doing now versus later. He noted that they only allow 10% markup by vendors, so he checked the figure. Added to the \$110,600, the new total is \$113,130.

**Motion to approve an increase to the Purchase Order for the Switchgear to \$113,130.**

**Made by: Walworth**

**Seconded by: Heidgerd**

Mr. Vosburgh added that with the pre-purchase of the switchgear coming first, he proposed submitting

a GMP amendment for the switchgear to officially amend the contract for this amount. Then once the approvals are done, they will submit a second amendment for the rest of the GMP for the overall job. That will allow the increase to the purchase order and ensure the electrician will be able to procure the materials. He stated that they are working through the last phases to get the coordination study completed and will get that to the design team. He stated they are projecting a date of December 20<sup>th</sup>. In response to a question on the timeline for decommissioning the old and commissioning the new, he replied that they expect 6 weeks.

Mr. Walworth clarified that \$110,800 has already been approved based on the original bid. This is a refinement of the specifications. This is an amendment to the cost.

Mr. Vosburgh replied yes to the question of whether the breakers were not included in the design. He corrected the revised total to be \$113,330.

**The motion was corrected to: approve an increase to the Purchase Order for the Switchgear from \$110,800 to \$113,330.**

**Made by: Walworth**

**Seconded by: Heidgerd**

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

#### 10. Discussion and possible action regarding Radio System Design Consultant – Wright

In the absence of Chief Wright, Mr. Walworth explained his understanding of the question of the tower consultant. Bids were received and were identical. Purchasing asked that they be refined. As a result, we have a low bidder. The lower quote is from the Communications Design Consulting Group, LLC. This is the same company Jim Russo recommended. Mr. Walworth stated that it would be appropriate to authorize a purchase order. He noted there is about \$200,000 unexpended in the authorization from the Town Council. In the absence of a proposal for man hours, he suggested we discuss an upside limit for a purchase order for these services. An \$8,000 cap was suggested.

**Motion to request a Purchase Order not to exceed the amount of \$8,000 for Communications Design Consulting Group, LLC based on quotes received for Professional Services to Advise Police Station Steering Committee on Radio System Design.**

**Made by: Heidgerd**

**Seconded by: Walworth**

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

Next steps summary:

- Ms. Kapushinski is scheduling a Special Meeting on the 10<sup>th</sup>.
- Mr. Baltramaitis to be kept in the loop for the bidding for the inspection and testing services.
- Mr. Vosburgh will review Mr. Walworth's memo on the GMP condition sample.

**Motion to Adjourn**

**Made by: Cervoni**  
**Seconded by: Heidgerd**  
**Votes: Unanimous to approve**

The meeting was adjourned at 10:53 a.m.

Respectfully submitted,

Cheryl-Ann Tubby  
Recording Secretary