

**TOWN OF ENFIELD
MUNICIPAL FACILITIES ADVISORY COMMITTEE
DESIGN TEAM**

**MEETING MINUTES
August 9, 2022**

MFAC Design Team in Attendance: Tracy Young Kim Quirk, Travis Boucher, and Tate Picard

MFAC Design Team Absent: Reed Bergwall

Ex Officio Members in Attendance: Ed Morris, Town Manager and Shirley Green, Library Trustee

Town Staff in Attendance:

Mr. Morris called the meeting to order at 3:33 P.M.

Minutes: The minutes of 7-26-2022 were approved by consensus

Project Update: Mr. Morris gave an update on the progress of the Shaker Hill Granite and Bob Lacroix property. Breadloaf is still completing figures to determine overall site preparation costs. Once the costs are supplied a final decision on which site to use can be solidified.

Mr. Morris also discussed the continued work with USDA for both financing and getting approvals to move forward finding a design/build contractor. Mr. Morris stated that he had talked with Eric Law from USDA who liked the RFQ/RFP/interview procedure being used for the public safety building and has approved the committee to write the RFQ and RFP for submission to USDA to ensure any vendor chosen was chosen following guidelines that will not preclude the Town from use of federal funds.

RFP Questions: Mr. Morris reviewed questions submitted by Neagley and Chase:

1. On Page 3, Item 6.c: Article 6 of the AIA A133 Standard Form of Agreement between Owner and Construction Manager is referenced. Item 5. Above indicates AIA A141-2014 as the desired contract. Please clarify.

We plan on using a contract based on AIA A141-2014, sorry for the confusion.

2. On Page 3, Item 6.d: Proposed Project Timeline is described as "Construction in Summer 2023 or sooner (permits Pending). Substantial Completion shall be on or before 3/1/2024 (unless negotiated differently)." Because the final site, design, and start date have not yet been finalized, would it make sense to provide the (3) finalists with a specific duration to estimate General Conditions against. I.e: 10 months of construction?

The three finalists all showed a tentative completion date around March of 2024, we are trying to complete the project by spring of 2024, if possible, since we have another project that is slated to begin

construction around that time. Please make it clear what your proposed design and construction timeframe would be.

3. On Page 3, item 6a: The referenced and attached Cost Matrix does not include any additional breakout/itemization for Design & Engineering Fees or Construction Administration. How would you like to see these costs presented?

Please add these fees to a separate page following the cost matrix.

4. We've noted from recent meeting minutes that exploration of possible building sites, and estimating work on them, continues with Breadloaf. In the interest of providing all bidders with the same base information to prepare a fee response to, and to ensure the Town receives the best value, will the new site selection information, cost estimates, and program revisions be shared with the other finalists prior to submission of the RFP response? We're concerned that knowledge of an alternate site and any associated program changes, may result in unlevelled fee proposals, as design and construction timeframes may not match the conceptual building and site design distributed in the RFQ.

I am working with BreadLoaf, as part of their original conceptual design to help determine a final site neither of which are the site in the conceptual plan as written in the RFQ. We are currently working on site preparation costs to help the Town make a final decision on which site to take ownership of. The two sites are the front of parcel Map 015 Lot 018 (17 Granite Place) and 4 acres of Map 014 Lot 069 453 US Route 4 in the southwest corner.

17 Granite Place has access to Water/Sewer and 3 phase power, 453 Route 4 would need infrastructure to be brought into the site.

After reviewing the questions and answers, Mr. Morris stated he would be reminding the three finalists to check the website for updates and sending these questions to each participant.

Interview preparation: Mr. Morris told the committee that he would like to discuss possible interview questions and what the committee would like to learn from the finalist (s) during the interview. After much discussion the following items were documented:

- Give 10-15 minutes for company introductions and presentation
- How do you plan to manage the project?
 - Where is job supervisor/CM coming from?
 - Express the need for onsite construction management.
 - What is the general conditions cost of this going to cost the Town?
- Where do you see potential cost savings in this project?
- How do you handle
 - Contingencies
 - Change orders
 - What is your percent markup?
- Do you have 3D computer modeling- can you provide it?

- How do you complete your energy analysis and how do you present predicted operating costs?

RFQ Review for Whitney Hall – Mr. Morris supplied a modified version of the Public Safety RFQ for use moving forward for the Whitney Hall project. He asked the committee to review the document and let him know of any changes or modifications the committee feels should be made before submitting it to USDA for review.

Meeting adjourned at 4:29