

Town of Avon  
Avon Designer Selection Committee  
Thursday, January 24, 2019  
6:30 p.m.

TOWN OF AVON  
2019 MAY 13 A 9:50  
TOWN CLERK

**In Attendance:**

Tracy Self, Chair  
Alex Sinclair  
Chuck Comeau  
Elaine Dombrosky

**Guests:**

Mike Josefek, ACG, Principal  
Don Velozo, Sr. Project Mgr., ACG  
Bob Spurr, Avon's Fire Chief  
Joseph Lalli, Town Counsel

**Absent:**

Jay Suzor

The Avon Designer Selection Committee met at Town Hall on Thursday evening, January 24, 2019, at 6:30 p.m.

The meeting was called to order by Tracy Self. The main focus of tonight's meeting was to get the numbers that ACG put together to do the OPM job for the new Fire Station. But, before they started on this, Mike Josefek wanted to talk about a couple of other issues. The first issue brought up by Mike was the Contractor's behavior, specifically, Rossano's. Mike began by explaining what he is like at the site meetings and said they would prefer not to have him in these meetings anymore. Don spoke up and wanted to know if there was anything the Committee or the Police Chief could do to keep Rossano out of the meetings. Could they possibly send him a letter and ask him not to attend? After listening to them, Tracy said she would try and figure out what is the proper way to do this. She would get back to everyone as she needed to get some advice.

The next issue Don brought up was the Fire Protection back-flow. He told the Committee it should be horizontal, and not vertical. It's on the application that it should be horizontal, but the Contractor wants Two Thousand Dollars (\$2,000.00) to do this over. Don said he is not going to pay him to do it. He said they are going to make him do it under protest. Chief Spurr spoke up and said it would be a savings of One Thousand Five Hundred Dollars (\$1,500.00) a year to do it horizontally. He said they do not do it vertically.

Don mentioned a draft of a change order, which he gave to Tracy. Not only the change order, Don also talked about the electrical changes for the TV's, phones, etc., as well as some hardware, which is going to be changed.

After Don went through the issues just mentioned, Mike took over the meeting and passed out some sheets regarding their numbers for the renovation of the Fire Station. They will provide all services required in the performance of its duties for the Town of Avon for the new Fire Station facility. He mentioned that they would like to start off with having meetings with the Chief. Mike

said they would develop some 3D models with conceptual floor plans; they would help the new Architect with the as builds, the RFP, the ads in the paper, etc.

He said the total fees for services are usually based on the total construction budget. Mike said that it is difficult to determine exactly the number of hours needed to complete each task. They submitted the following phases to do the job and the amount of money for each phase.

- Phase One  
For In-house Conceptual Design/Programming/Budget/3D Modeling  
 $4 \text{ Weeks} \times \$2,900.00 = \$11,600.00$
- Phase Two  
Arch. Selection/Arch. Schematic Design/Design Development Phase  
 $12 \text{ Weeks} \times \$2,020.00 = \$24,240.00$
- Phase Three  
Construction Documents/Bidding Phase  
 $12 \text{ Weeks} \times \$1,900.00 = \$22,800.00$
- Phase Four  
Construction Phase  
 $52 \text{ Weeks} \times \$5,945.00 = \$309,140.00$
- Phase Five  
Closeout Phase  
 $8 \text{ Weeks} \times \$985.00 = \$7,880.00$

The total of all five phases for OPM Services and Clerk of the Works Services is:

**\$375,660.00**

Mike said originally they had the number up to \$400,000 and they brought it down to \$375,000 - he is giving them the lower rate. He said they would like to start mid-February with a completion date of November, 2020.

After Mike was finished explaining his numbers, he asked if anyone had any questions. Alex Sinclair had one. He asked about the cost for renovation vs. a tear down. Mike said they would come up with numbers for both. When there were no more questions of them, Mike and Don left.

At this time a conversation came up about the blue house across the street from the Fire Station and the vacant lot. This house might become an option for relocating the Fire Department during the renovation. Tracy thought Chuck might be able to make a phone call to inquire about the house, could they rent it? It would be ideal as they could use the downstairs for the offices and the upstairs for the Firemen to sleep, etc. Chuck said he would make the call.

The Committee now discussed the numbers that ACG had given them to do the job. Tracy told everyone to look at the numbers, and if everyone agreed on them, she would send them over to

Attorney Lalli. Chuck said they should look at the rates ACG had given them for the Police Department and then compare these new rates. They need to look at these numbers first before they make a decision.

A myriad of items were now briefly discussed. Chief Spurr would like a hose tower, which would also be useful for training. They spoke about radios; furniture and fixtures; the number of doors for the bays; a second floor; card-readers; electrical work; the size of the bays; the curb and the thought of maybe changing it. The curb changes would have to be worked into the site plans.

The subject of Rossano was brought up again. Chuck thought they have to do something. He came up with the idea of just walking out if he started ranting and raving. He said everyone just needs to close their books, pack up and walk out. If they do that then there will be no change orders, no requisitions, etc. It will hurt Rossano - in the pockets. Then, if they do this, he may change.

At this time in the meeting Attorney Lalli stopped in. It was perfect timing and the Committee told him about Rossano and asked what could they do legally. Could they send him a letter asking him not to attend? It's kind of hard seeing that he is the owner of Page Construction. Attorney Lalli said he would need to look at the contract to see what it says. He also mentioned he would be more than happy to attend the site meetings to see what was going on, but he couldn't go to the one next Wednesday. He said he would get back to the Committee after looking at the contract for them.

Tracy said she now needs to send the other two companies letters stating they are now in negotiations with a company, and if something happens with that company, then she will be in touch with them.

The next meeting was scheduled. It will be held on Thursday, January 31<sup>st</sup>, 2019.

With no further business to discuss, Tracy asked for someone to make a motion to adjourn the meeting. Elaine made the motion to adjourn with Chuck seconding that motion. There was no discussion. It was unanimous and the meeting adjourned at 8:38 p.m.