

Avon Designer Selection Committee  
Tuesday, May 28, 2019  
6:00 p.m.

TOWN OF AVON  
2019 JUN 28 A 10:08  
TOWN CLERK

**In Attendance:**

Elaine Dombrosky  
Jay Suzor  
Chuck Comeau  
Alex Sinclair

**Guests:**

Michael Josefek, President, ACG  
Don Velozo, Sr. Project Manager  
Peter Koczera, ACG  
Mark Saccoccio, Saccoccio & Associates

**Absent:**

Tracy Self

The Avon Designer Selection Committee met at Town Hall on Tuesday evening, May 28, 2019, at 6:00 p.m.

Elaine Dombrosky commenced the meeting by saying the purpose of tonight's meeting was to negotiate with Saccoccio & Associates to be the Designer for the new Avon Fire Station. She immediately turned it over to Chuck Comeau who explained the project to Mark Saccoccio. After a brief discussion, Mark passed out their fee proposal for the Avon Fire Station Project. He said their proposal was based on the scope of work outlined in the RFP, which was issued on April 24, 2019, for the Avon Fire Station. The fee proposal was for the work phases from the work plan through Construction Administration and the Close-Out Phases of the project.

Mark spoke about his team and who does what. He went through the following services:

- Saccoccio & Associates will perform all of the work outlined in the RFQ
- C.A. Pretzer Associates, Inc. will provide the structural services required for the project
- MEP Building Engineering Resources will provide consultation and review of the proposed system options for the new station
- Garofalo Engineers will prepare schematic design plans for the civil elements of the project
- Geotechnical Services - Paul Aldinger & Associates, Inc. will plan and conduct a boring program
- Laboratory Testing - Aldinger will conduct geotechnical analyses and develop a preliminary geotechnical engineering report
- Environmental Services - Alares Environmental Services to review the wetland impacts of the project
- Cost Estimating Services - C2E will provide three estimates at the CD, DD and 50% CD phases of the project

After going thru the services Mark broke out the numbers for the Committee.

## Saccoccio's Fee Proposal

Task:

Architectural Services & Engineering Basic Service	\$315,000
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### Additional Services

➤ Garofalo Engineers - Civil Services	\$ 62,000
➤ Paul Aldinger & Associates - Geotechnical Services	\$ 13,250
➤ C2E - Cost Estimating Services	\$ 12,900
➤ Printing Costs	<u>\$ 3,500</u>

Additional Services Sub Total	\$ 91,650
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Grand Total	<u>\$406,650</u>
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In the fee schedule he had Additional Services listed. Mike questioned Mark about the numbers for printing, permitting, etc. Mark was told his total number was too high.

Chuck Comeau mentioned the Geo-tech numbers. He said Geotech could be pulled out. The numbers were all questioned and Mark explained them to the Committee. Chuck talked about drilling and maybe taking it out??? Mark went on to talk about a survey, the water tables and access. Don said that Geotech will probably be an additional service. The \$3,500 printing cost is part of Saccoccio's fee as Saccoccio had "any reimbursable expenses for printing, special delivery will be billed at cost plus 10% markup for overhead and handling" as Additional Services.

Mike told Mark they were thinking 9% of the project. (The construction budget for the entire project is \$3.6 million.) He could take out the printing number. Chuck also said to take out the word Additional. Mark said in order to get the number down they could do digital printing.

For Basic Services - Don said the RFP said they must attend weekly meetings, but maybe they could wiggle thru this. Chuck asked about having conference calls rather than coming to meetings. That could be done. Mike added that they could do video conferencing and submittal exchange. Maybe Mark's Civil guy could come to some of the meetings??

Chuck continued and spoke about the money they have left to do this project. He told Mark it was a bond issue with the Police Station. Chuck discussed estimates with Mark and asked him if he would be able to get down to a certain number. Maybe Mark could get another Civil guy so he could bring the number down??

Again, Mike reiterated that this is a renovation and spoke briefly about:

- Steel building and how it's going to be used
- Not relocating the personnel
- There are only 3 people now who sleep in the building

- Temporary facility for the trucks
- Maybe get a trailer and put the trucks in??

It was mentioned that they are never going to be housed in that building (60' x 60').

Mark needed to get his number down to \$380,000 and would he be able to do that? Mike said if Mark agrees with that number we will then be able to send it to our attorney. Also, anything with Geotech we'll handle separately. A question came up - who is the Geotech working for??? Chuck said they will get a soil report from "our" guy. Don asked if Mark had any issues on insurance, accounting, etc.?

Chuck continued and mentioned alternates - such as the tower - and a short discussion ensued. Ventilation also came up. When there were no more questions from anyone, Mark said he would reissue a new letter (fee proposal) with the new number changes. He thanked the Committee for this opportunity and left.

The next item on the agenda for the evening was the budget. Don passed out the sheet and went through the numbers with the Committee. He noted the FF&E number he put down was \$50,000, but he said Chief Spurr was going to be able to use some of his stuff. Regarding the total project budget number, Chuck said they have to take out the road number and whatever is left is the number they have to work with. Don said there has to be checks and balances and they need to keep their eye on them.

Finally, a motion was entertained to agree to enter into a contract with Saccoccio & Associates for \$380,000 for the Designer's Fee for the Avon Fire Station. Jay Suzor made the motion to enter into a contract with Saccoccio & Associates for a fee of \$380,000 for the Designer's Fee for the Avon Fire Station. Alex Sinclair seconded the motion. There was no discussion and the motion carried unanimously.

Now, the next move was for Don to get in touch with the other two applicants to let them know their services would not be needed. Jay made the motion for Don to get in touch with the other two applicants letting them know their services would not be needed. Chuck seconded the motion. There was no discussion and the motion carried unanimously.

With nothing else on tonight's agenda, Jay made a motion to adjourn the meeting. Chuck seconded the motion. There was no discussion and the meeting adjourned at 7:45 p.m.