

Shutesbury Library Building Committee

12 June 2024

Library Building Committee Present: Mary Anne Antonellis, Stephen Dallmus, Brad Foster, Dale Houle, Penny Jaques, Molly Moss, Elaine Puleo, Jeff Quackenbush
Neil Joyce, Roger Hoyt (CMS-OPM) Dominik Wit (OEA)
Andrea Bono-Bunker, Heather Backman (MBLC)

This is a joint meeting with the Select Board.

Select Board Present: Rita Farrell, Melissa Makepeace-O'Neil, Eric Stocker
Town Administrator Becky Torres

Both boards opened their meetings at 5:01 p.m.

Public: Doc Pruyne

Public Comment: none

OPM contractor review: Joyce recapped his memo *Recommendation to Award- Shutesbury Public Library* that he sent to the Library Building Committee earlier today:

The low bid was submitted by **Construction Dynamics** for \$6,386,000. It meets parameters for single project limit and aggregate work limit. The company has 11 completed projects including both renovation and new construction in a wide variety of building types. Twelve projects are in process including banks, recreational building, athletic field concession buildings, municipal buildings. Their work is rated to be excellent. Awarding of the contract to Construction Dynamics is recommended.

The next two lowest bids were from **Kronenberger & Sons** and **Keiter Corporation**. Both meet parameters for single project limit and aggregate work. No issues were found with their bids.

Quackenbush: Are they GC or CM? Joyce: GC

Quackenbush: What trades will they do themselves? Joyce: Unsure, but they do self-perform some of trades.

Quackenbush: What is their staffing level? Joyce does not know but there were no issues in a recent project.

Quackenbush: Who drew up contract? Joyce: Town Counsel has reviewed.

Farrell: Was there review of any outstanding litigation against the firm? Joyce: None known.

Farrell: Are there issues with conformance with prevailing wage law? Joyce: No issues at Sudbury project where Joyce worked with them.

Recommendation to Selectboard of contractor

Quackenbush make a motion to proceed with Construction Dynamics to build library. Foster seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Foster-aye, Houle-aye, Jaques-aye, Moss-aye, Puleo-aye, Quackenbush-aye

Joyce: Asked whether contract will include the Alternate of \$55K.

Wit: Reminded the committee that the \$55K Alternate is for tile in lobby, circulation area and restrooms floors plus wet walls.

Discussion of Alternate: Quackenbush noted that Construction Dynamic's Alternate price is significantly higher than the other bids (\$55K vs \$36K for the 2nd highest bid).

Antonellis: We are already over budget and we should decline the alternate. MBLC is partnering with us to build an economical library.

Foster: Is this an eligible cost? Antonellis: Yes, but isn't fiscally responsible.

Houle made a motion to decline the Alternate. Puleo seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Foster-aye, Houle-aye, Jaques-no, Moss-aye, Puleo-aye, Quackenbush-aye

Selectboard Vote

Makepeace-O'Neil made a motion to award the contract to Construction Dynamics as contractor for a bid of \$6,386,000. Stocker seconded.

Motion passed 3-0

Joyce described the next steps: Issue Notice of Award to Select Board. Signed letter will be sent to contractor. Joyce will send contract received from Town Counsel and ask contractor to execute contract and return with performance and payment bonds as well as certificate of insurance. This should take two weeks and Joyce expects to have everything to be done by end of month.

Bono-Bunker will issue payment on good faith by June 21 for \$3,172,815 before contract is fully executed.

The Town retains 5% of every invoice until project is final and approved by Architect

Bono-Bunker noted that fraud has been seen in project invoices in Orange and Arlington.

Antonellis: We are aware of the fraud. All invoices go to Joyce, then they go to Antonellis and Puleo. We should know all the businesses who are submitting invoices.

Joyce will provide a letter each month detailing payments.

Select Board meeting adjourned.

Review and vote on previous meeting minutes

Review of April 16 minutes

Antonellis recommended to table the April 16 minutes to allow review of the recording to clarify outstanding questions.

Review of June 6 minutes

Foster moved to approve the June 6 minutes as amended. Dallmus seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Houle-aye, Jaques-aye, Moss-aye, Puleo-aye, Quackenbush-aye

Next Steps

Next step is the administrative task of getting contract signed. Joyce noted that once the contract is signed, we will schedule an initial meeting with contractor to mobilize and for the contractor to accept the site from the town. We will talk about what is expected from the committee. Topics such as authoring change orders will be discussed. Joyce recommends a sub-group to authorize change orders, with review by the full committee if cost is over a pre-determined limit.

Puleo suggested monthly meetings once construction begins.

Puleo asked when will the project start? Joyce: Execution of contract takes two weeks. Notice to Proceed mid-July with 12-months of construction anticipated.

Wit will put together a Conformed Document that includes all specifications and drawings, with any revisions, in a single document. This will be completed by the time the contract is set. The Contractor uses the Conformed Document to file the Building Permit Application.

Jaques noted that in Shutesbury the Building Permit is issued by the Franklin County Cooperative Inspection Program and requires input from several volunteer town boards and takes at least two weeks.

Next Meeting: July 16 at 7 p.m.

This will be a kick-off meeting with the contractor. We will schedule ground-breaking at this meeting.

Dallmus moved to adjourn. Quackenbush seconded.

Roll call vote: Antonellis-aye, Dallmus-aye, Houle-aye, Jaques-aye, Moss-aye, Puleo-aye, Quackenbush-aye

Meeting adjourned 5:52 pm