

TOWN OFFICE COMMITTEE
MEETING MINUTES
OCTOBER 24, 2005

Present: Rick Carrier, Lester Fairbanks, Shirley Philbrick, Neil Jenness,
Deb Hogancamp, Dave Provan-Right Road

Absent: Steve Pro, Susan Lawson-Kelleher

Also in attendance: Chet Greenwood, Jon McKeon

Minutes:

Rick began the meeting at 6:07 pm by asking the committee to review the minutes from the September 26th meeting. Dave asked that the last paragraph on page 1, 1st sentence be revised to read "to hire a contractor as well." Rick made the motion to accept the minutes as amended and was 2nd by Neil. Motion passed.

Discussion:

Rick explained that today the committee will be discussing the following items:

Calendar
Provan Presentation on the Project Delivery System
Design Proposal letter

Calendar:

At the end of this meeting the committee will be ready to send out the Design Proposal letters with a return date of Wednesday, November 16th. Rick will be sending out these letters to all of those firms who applied last time, plus several additional suggestions from Dave, as well as putting an advertisement in the newspaper.

The meeting on November 28th will be to rank proposals, and choose the top 3 firms for an interview. The committee will also choose an Interview Task Force. The Interviews will be tentatively scheduled for Monday, December 5.

The meeting on December 12th will be to review the interview results with the Interview Task Force members; open up an envelope and start the negotiations. The committee must have this firm on board, so that they can give the figure to the Budget Committee by December 20th.

Project Delivery System:

Dave presented a PowerPoint presentation on Project Delivery Systems. This will incorporate the Design Development Process; site analysis, construction documents and

Programming and Goal setting. The presentation includes the relationship of how each of the following works and their advantages and disadvantages. Each decision varies by agreement, organization structure and communication flow. Some of the options are Design Bid Build, Construction Management and Design Build.

Design Bid Build

This works with the Owner who hires the Architect/Engineer who hires the consultants. The Owner will also separately hire the Site engineer and the Contractor who will hire subcontractors. Hiring an Architect/Engineer is an advantage because they would make sure that the content of the job is following the scope. This is also recommended because the Owner would also hire a separate Site Engineer who would make sure that all of the permits are taken care of. The A/E would see the plans and specs to 100% level. Then advertise for the contractors. The A/E would then review the bids and make recommendations to the Owner for selection.

Advantages

- Allows owner substantial input
- price fixed before construction starts
- low cost focused
- A/E represents owner

Disadvantages

- Longer delivery time
- lowest cost focused
- more potential change orders
- No input from contractor during planning and design

Construction Manager

The Construction Manager is an advisor who provides constructability advice. There are three types of Construction Manager; Constructor, At Risk and Contactor.

Construction Manager as Constructor

Advantages

- Owner has substantial input
- CMC often guarantees cost and schedule
- CMC provides some advice regarding A/E work

Disadvantages

- Medium Owner involvement
- Less opportunity to make changes

- Changes in scope are difficult to incorporate due to multiple bid packages

Construction Manager At-Risk

Advantages

- Similar to Design Bid-Build
- CM prime representative throughout project

Disadvantages

- CM has no risk for cost-overruns or delays

Construction Manager as Contractor

Advantages

- CMC provides continued value and schedule analysis and updated monthly schedules

Disadvantages

- Medium owner involvement
- less opportunity to make changes on design resulting in higher cost
- Changes in scope are difficult to incorporate due to multiple bid packages

There was a suggestion that if going with a CM, the committee should look at hiring now. A benefit of going with a CM is that you will initially have a more accurate bid and the final estimate provides guaranteed maximum price.

Jon suggested that a great question to ask would be "What are your last 5 jobs prices wise and where did you end up?"

Design Build

Owner hires design builder who hires A/E and consultant and design builder also hires subcontractors. Plans are also being developed while under construction.

Advantages

- Shorter Project time
- General A/E contractor same team
- Owner no longer needs to monitor

Disadvantages

- Scope changes difficult
- Focused on capital cost, not life cycle cost
- Higher owner involvement. May lose control over design
- All money due up front

Dave then passed out a worksheet on project delivery criteria for everyone to score each

category of importance. The totals were tallied and the overall choice was to go with a Construction Manager. Dave explained that in New England Municipal projects traditionally use the TDBB or CMC. The CMC will cost around 5-6% of the perceived construction cost. A/E will cost around 6-7% of the total construction cost.

Jon mentioned another good question when interviewing would be to ask "Where do you want to be or where are you going?"

Dave explained that the CM must be someone that you absolutely trust. The committee discussed the timeline when to bring in the CM. After the A/E has brought the project to 25%, the CM will come in, and help finish the plans to 100%. Then in March 2007 the construction plans would go to a bond vote.

The committee chooses to vote on how to approach the project. Neil made the motion to move to accept the CMC method and was 2nd by Lester. Rick abstained. Motion passed.

Dave passed out a list of additional firms to send the RFP to. He said to expect around a 30-40% return rate. The committee will also look into who the A/E was for the Omega building in Brattleboro. Rick will make this call.

The committee reviewed the RFP letter, made a few changes and additions. Jon will give Rick a few more firm names. Rick will send out the letter on Friday, October 28.

The committee will choose an interview task force on Monday, November 28.

Motion to adjourn at 10:00 pm by Lester and 2nd by Neil. Motion passed.

Respectfully Submitted,

Jody Moreau
Town Office Committee Secretary