

Wallingford Police Station Steering Committee Minutes

Regular Meeting

Thursday, August 12, 2021 @ 10AM
Town Hall, 45 South Main Street
Room 315

PRESENT: Alison Kapushinski, Town Engineer, Steering Committee Chair, Vincent Cervoni, Town Council Chairman, Jon Walworth, Michael Colavolpe, Police Captain, Richard Heidgerd, Retired Fire Chief, Robert Baltramaitis, Public Works Director, William Wright, Retired Police Chief, Beth Dighello, Recording Secretary

1. Call to Order

The meeting was called to order at 10:00 a.m.

Agenda Items

2. Approve/Accept minutes from the July 8, 2021 Special Meeting

A motion was made to approve the meeting minutes from the July 8, 2021 Special Meeting

Made by: Councilman Cervoni

Seconded by: Mr. Heidgerd

Votes: 5 Ayes – Mr. Walworth abstained

3. Public Comment

No members of the public were in attendance at this time.

4. Discussion regarding turnover of utilities and maintenance responsibilities

Mr. Baltramaitis stated that the Public Works Department took over the lawn mowing responsibilities, however, they are not able to maintain the landscaping. Once the Police Department moves into the building the outside maintenance will be reassessed.

Public Works has switched over the water and electric utilities. They will work on switching over the gas utilities. There could be code or inspection issues related to the gas switch over because the gas was turned off by the previous owner and not transferred. Public Works is paying for the utilities out of their budget and will make a request to the Town Council for funding to cover the full year.

5. Discussion and possible action regarding RFP for hiring an Architectural & Engineering Design Consultant

It was stated that a bid process would award the contract based 50 percent on price and 50 percent on qualifications. A Request for Proposal process would allow the Town to deviate from that and put more emphasis on qualifications.

Mr. Baltramaitis asked if we are required to interview all qualified candidates. It was stated that Purchasing requires that all qualified bidders must be interviewed. However, the specifications can be written with very detailed qualifications in order to weed out those bidders that are not qualified.

There was discussion regarding the minimum qualifications and the number of previous police station projects completed over a specific time frame. It was stated that these numbers could be changed up to a month from now by contacting the Purchasing Department.

Mr. Walworth suggest the conceptual site drawing by Jacunski Humes be included. The conceptual site drawing was updated to clarify that the cell tower inclusion is incorrect. It should include roof antennas instead. Also, a new bullet was added to include a new emergency generator and concrete pad be included.

It was recommended that the successful bidder must be familiar with Tier 3 CALEA accreditation. Mr. Wright explained the difference between the State of Connecticut Tier 3 and CALEA. Ms. Kapuchinski suggested that during the interviews we ask about the firms understanding of CALEA.

It was suggested that the architect follow the Town of Wallingford's noise ordinance. Ms. Kapuchinski stated that she will include information in the specs on where to find our noise ordinance.

The inclusion of a request for feasibility of alternative energy saving concepts was discussed. This will be an extra work item. Ms. Kapuchinski stated that an energy conservation specialist will speak with the successful architect about available conservation programs. The Town's programs are different from the State's programs.

Mr. Heidgerd asked if the cost of moving the police department from its existing location to the new location will be included in the specs. Mr. Walworth stated that it is not included in the bid. Ms. Kapuchinski stated that would be a separate consultant.

Mr. Wright stated that NorComm estimated the cost of moving the radio equipment to be \$1.5-\$2 million. The specs should include the relocation of radio and associated equipment from 135 N. Main Street to 100 Barnes Road.

Mr. Baltramaitis asked if the current maintenance building can be relocated to 100 Barnes Rd. Mr. Wright explained that when Planning and Zoning approved the building it was under the

condition that it would not be permanent. He said in theory it could be relocated, but it would probably be twice as expensive as a new one. Mr. Walworth said the architect will come up with a construction estimate. The general contractor will work closely with them and it will be very detailed.

There was discussion whether a firing range would be included in the project. It was decided that the firing range will be an additional item. Mr. Walworth said we need a cost/benefit analysis regarding the firing range.

After discussion regarding the scoring of the bidders, it was decided to use a 75/25 model. Part A, qualifications would determine 75 percent of the score, while Part B, price, would determine 25 percent of score. Mr. Walworth asked Ms. Kapuchinski to contact Purchasing to see if we need to include the five parts to be included in Part A.

Captain Colavolpe asked if there is a way to include a right of way to allow police vehicles to exit the property onto N. Main Street Ext. There was discussion regarding the possibility of using the sally port entrance/exit to go around the building in order to exit the property. A decision was not made regarding this issue. It was stated that the architect will review options.

Mr. Baltramaitis suggested there be a concrete island before the gated entrance to allow the public to turn around if necessary.

Mr. Walworth reviewed the proposed schedule stating that it is just a guide. Once Purchasing has the specifications, it should take 4-6 weeks to turn around. The bid will then go out for five weeks. All bids should be received by the middle of November.

Mr. Wright left the meeting at 11:30 am.

The Committee agreed to allow members of the public to speak because they arrived just after the Public Comment period. Adelheid Koepfer, 35 Whiffle Tree Lane, stated that she appreciates the Committee incorporating into the specifications some of the suggestions she made via email. She also asked the Committee to go beyond the standard codes for energy efficiency. Mr. Walworth stated that the specifications are not limited by codes. We will go as far as possible.

Mr. Alexander Hentz, 22 Winding Brook Lane, asked why the Police Department needed a larger building. He asked that the holding cells in the new facility be more prisoner friendly. He would like to see what the holding cells will look like. Mr. Hentz also asked if the cells would be single occupancy and if there would be separate cells for males and females.

Mr. Walworth responded that the cells would be occupied by one person at a time and the male and female prisoners would be separate. He suggested Mr. Hentz address the Council regarding the justification of a larger police station. The Commission is addressing the physical layout, not the decision to relocate.

Councilman Cervoni said the RFP must go before the Council for approval. In order for it to be included in the September 14th Council Agenda, it would need to be submitted to the Mayor's office by September 7th. Ms. Kapuchinski stated that she would submit it along with a letter to the Mayor, who will then add it to the Council agenda.

A motion was made to approve the use of the Request for Proposal Process for Architectural Design

Made by: Mr. Walworth
Seconded by: Mr. Heidgerd
Votes: 5 Ayes

6. Other Business

None.

ADJOURNMENT

Motion to adjourn
Made by: Mr. Heidgerd
Seconded by: Councilman Cervoni
Votes: 5 Ayes

The meeting was adjourned at 11:52 a.m.

Respectfully submitted,

Beth Dighello
Recording Secretary