

## **Wallingford Police Station Steering Committee Minutes Regular Meeting**

**Wednesday, November 10, 2021 @ 10AM**

**Wallingford Public Library**

**200 North Main Street**

**Collins Room, Lower Level**

PRESENT: Alison Kapushinski, Town Engineer, Steering Committee Chair, Vincent Cervoni, Town Council Chairman, Jon Walworth, John Ventura, Police Chief, Anthony DeMaio, Deputy Chief of Police, Richard Heidgerd, Retired Fire Chief, Rob Baltramaitis (arrived at 10:12 a.m.), Director of Public Works, William Wright, Retired Police Chief, Beth Dighello, Recording Secretary

### **Call to Order**

The meeting was called to order at 10:05 a.m.

### **Agenda Items**

1. Approve/accept minutes from the October 14, 2021 Regular Meeting

**A motion was made to approve the meeting minutes from the October 14, 2021 Regular Meeting.**

**Made by: Councilman Cervoni**

**Seconded by: Mr. Heidgerd**

**Votes: 5 Ayes (Mr. Baltramaitis was not present)**

2. Discussion and possible action regarding the recommendation of award of RFP 21-036: Architectural and Engineering Design Services for Renovations for a New Municipal Police Headquarters

There were five proposals submitted. Three were rejected because it was determined they did not meet the minimum requirements. Kaestle Boos Associates and Jacunski Humes Architects, LLC both moved forward in the process and made presentations to the interview panel. Both presentations were impressive. Jacunski Humes scored a 97 and Kaestle Boos scored a 91.6. Purchasing opened the Part A bids. Jacunski Humes bid \$955,855.00 and Kaestle Boos bid \$842,045.00. The scoring was weighted with 75 percent technical and 25 percent cost. Based on this, Jacunski Humes scored the highest. Ms. Kapushinski will recommend to Purchasing that Jacunski Humes be selected as the architect. Purchasing will then make the final determination. Mr. Walworth asked that both bidders be notified of the final outcome.

**A motion was made that the Committee recommend the selection of Jacunski Humes Architects, LLC.**

**Made by: Mr. Heidgerd**

**Seconded by: Councilman Cervoni**

**Votes: 6 Ayes**

3. Discussion and possible action regarding the RFP/bid for hiring a Construction Manager

Mr. Walworth put together a draft RFP after meeting with Attorney Einhorn and Attorney Donofrio. He stated that much of the language is the same as the RFP for the architect.

Mr. Walworth asked the Committee for input regarding the criteria for determining whether a bidder is considered qualified. There was discussion regarding the minimum number of public buildings completed within a certain timeframe, as well as the minimum cost of those projects. Ms. Kapushinski suggested the RFP include language stating projects of similar size and scope rather than minimum numbers. It was also suggested that the starting timeframe be changed from July 1, 2017 to July 1, 2013 and the completed project minimum cost be changed from \$20,000 to \$15,000.

It was agreed that each bidder will submit seven copies of Part A "Qualifications".

The Technical Qualifications and Experience section of the RFP was discussed. It was agreed that Item #3 would be removed from this section. The remaining four items would be equally weighted at 25% each. Item #2 will be changed to include language that gives preference to those bidders with experience with municipal police stations.

There was a discussion regarding whether the qualified bidders would be interviewed. It was decided that the RFP did not need to specify whether there would be interviews. This could be determined after opening Part A. It was noted that reference checks will be critical to selecting the bid winner. Mr. Walworth stated that he will update the language regarding references.

The Committee discussed the item regarding change orders. It was noted that some change orders are owner driven and the CM should not be penalized for these changes. Also, change orders are not always a negative thing, as some can result in savings to the owner. Language will be included asking for examples of successfully minimizing errors and omissions.

The Committee agreed that Part A and Part B will be equally weighted at 50% each.

The Fee Proposal Form was discussed. It was agreed that the Pre-Construction and Procurement Services would be \$40,000. The fee for Construction Phase Services will be a percentage of the final construction cost. Purchasing will apply this percentage to the final project cost. The General Conditions will include manpower time for all staff assigned to the project. This will also include all expenses reimbursable to the field staff. The number submitted shall not be exceeded.

**A motion was made to approve the draft RFP subject to changes made by the Law Department, Purchasing Department and Risk Management Department, as well as, changes made to Items #1 - #4 in the Technical Qualifications and Experience section of the draft.**

**Made by: Mr. Walworth**  
**Seconded by: Councilman Cervoni**  
**Votes: 6 Ayes**

4. Approve/accept 2022 Meeting Calendar

**A motion was made to approve and accept the 2022 Meeting Calendar.**

**Made by: Mr. Heidgerd**  
**Seconded by: Mr. Walworth**  
**Votes: 6 Ayes**

5. Other Business

There was no other business.

ADJOURNMENT

The meeting was adjourned at 11:14 a.m.

Respectfully submitted,

Beth Dighello  
Recording Secretary