

TO: Finance Committee

FROM: Permanent Municipal Building Committee

DATE: April 3, 2023

SUBJECT: Consulting Services for Upcoming Projects – Owners Representation

The Town advertised a Request for Proposals to provide Owners Representation Services for the following upcoming projects:

- Roof replacements at Central Office, Gales Ferry School, and Juliet W Long School
- Installation of solar equipment at Gales Ferry School, and Juliet W Long School

The PMBC concurred with the Mayor's recommendation on this approach based on nature of the project (major roofing installation on 3 Board of Education buildings) and the experiences of the last major school project where oversight was assigned to the Architect and grant filing to the Construction Contractor (At Risk) which resulted in a major effort to reconstruct grant required materials and filings.

Two proposals were received by the Town for the PMBC. The proposals were submitted in two parts, a qualifications and method of approach; and a separate sealed cost proposal. The Committee received the first part to review and use during the interviews. The second part was held by the Director of Buildings and Grounds and was opened after interviews, discussion and selection by the PMBC of the top firm.

Both firms that proposed, STV Construction Inc. and Colliers Project Leaders were qualified. Interviews were conducted on February 13th and the PMBC unanimously selected the firm of STV based on their understanding of the importance of assignment of a person full time to monitor the roofing installation and to communicate in real time with the Architect if construction issues are encountered; their grant tracking and filing process; and their experience with school roofing projects.

The cost proposals were then opened and STV was substantially higher than Colliers. As the Committee had selected STV based on their approach, we asked for another meeting (Special Meeting of the PMBC on March 7th) to discuss STV's approach, Town expectations, billing rates and methods.

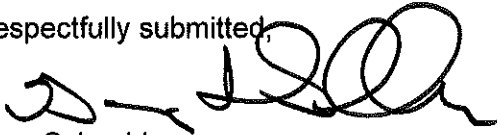
With the Committee and STV having a better understanding to the approach, STV agreed to revise their cost proposal and resubmit for the Committee to review. (The Committee was careful not to divulge the Colliers proposal cost at any time during the discussion.) That number still being too high, the Committee directed one last discussion with STV.

The Committee received the revised cost proposal and scope. At our regular meeting held on April 3th the Committee passed a resolution requesting that a contract be entered into with STV Construction Inc. in amount not to exceed \$91,000 and that a waiver of bids be granted as only two firms had proposed.

The Committee is making this recommended based on:

- STV will have a person on site full time during the major roofing installations. It was deemed critical to have someone monitoring the roofing contractor to ensure the installation is to plan and industry standards for workmanship. Roofs are a critical component of any building envelope.
- Consultant will bill on an hourly rate. BOE personnel will monitor the hours and work with the consultant to minimize the billable hours.
- Timing is critical, more critical in today's market of material delays and long lead times. The Owners Representative will work with the Architect during design to ensure that materials specified are available, can be constructed within the window for construction, and ensure that the bid documents provide the owner with all options of award (individual or grouped together).
- During the construction, grant requirements must be held to stringent compliance to ensure maximum reimbursement and in a form that can be audited with minimum effort when the State gets around to auditing the project. It is important that the Town has a complete record of all pertinent information ready to go to audit.

Respectfully submitted,



Gary Schneider

Chair, PMBC