

**SOUTH FIRE DISTRICT
Of the City of Middletown
BUILDING COMMITTEE
REGULAR MEETING
Monday, June 12, 2023
6:00 p.m.**

AGENDA

1. CALL TO ORDER
2. OPEN PUBLIC SESSION
3. CLOSE PUBLIC SESSION
4. INTRODUCTION OF NEW COMMITTEE MEMBER(S)
5. MINUTES TO BE APPROVED
 - a. April 17, 2023 Regular Meeting
6. OLD BUSINESS
 - a. Project status update
 - b. Project financing update
7. NEW BUSINESS
 - a. Presentation of conceptual ideas
 - b. Construction manager RFQ/RFP
8. ADJOURNMENT

Members of the public may attend the meeting at the firehouse. Alternatively, they may view/listen to the meeting as follows:

Direct link to Zoom:

<https://us02web.zoom.us/j/82670039416?pwd=WGxLZnZpUnlvSG9GUW8yZ2ovU1QxUT09>

1. Go to <https://zoom.us> and joining the meeting using the meeting I.D. number located below.
2. Via telephone at 646-558-8656

Meeting I.D. 826 7003 9416
Passcode: SFD

SOUTH FIRE DISTRICT
445 Randolph Road | Middletown, CT
BUILDING COMMITTEE
REGULAR MEETING MINUTES
Monday, April 17, 2023 - 6:00 p.m.

Held at the firehouse and via Zoom Meeting I.D. 857 0225 0040

Present: Chairman Geen Thazhampallath, Joseph Bibisi, Nancy Hunter, Dan Penney, Phil Russo, Chief James Trzaski, Paul Pizzo, Paul Morin, James Mastroianni-Local 3918 Union President (via zoom), BFC Chairwoman Deborah Kleckowski, Commissioner William Gregorio and members of the fire department.

1. CALL TO ORDER

Chairman Thazhampallath called the meeting to order at 6:05 p.m.

2. OPEN PUBLIC SESSION

Chairman Thazhampallath opened the Public Session at 6:05 p.m.

3. CLOSE PUBLIC SESSION

There were no members of the public present. Chairman Thazhampallath closed the Public Session at 6:06 p.m.

4. MINUTES TO BE APPROVED

MOTION to approve the minutes of the meeting of March 13, 2023 by J. Bibisi/P. Russo. Unanimously approved.

5. OLD BUSINESS

a. Project status update

Chairman Thazhampallath provided a brief update on the project status.

b. Project financing update

Chairman Thazhampallath provided a brief update on the project financing.

6. NEW BUSINESS

a. Presentation of conceptual ideas

Paul Pizzo gave a presentation with two possible designs and provided additional possibilities for the new project.

MOTION to endorse the concept to expand the building footprint and authorize Paul Pizzo, Landmark Architects P.C. to for further develop Concept A3 Option2 by J. Bibisi/N. Hunter. Unanimously approved.

- b. Construction management firm discussion
MOTION to move forward with the Request for Proposal (RFP) for construction manager by D. Penney/J. Bibisi. Unanimously approved.

7. ADJOURNMENT

MOTION to adjourn by D. Penney/J. Bibisi. Unanimously approved.

The meeting adjourned at 6:52 p.m.

Submitted by,



Kathleen M. Kiley
Building Committee Recording Secretary

DRAFT



ENGINEER
IES
 INNOVATIVE ENGINEERING SERVICES, LLC
 AN INTEGRATED ENGINEERING + DESIGN FIRM

ENGINEER
STADIA ENGINEERING ASSOCIATES, INC.
 ENGINEERS - ENVIRONMENTAL PLANNERS - SURVEYORS

ENGINEER
Richard Sambor, P.E.
 Structural Engineer

ENGINEER
ENSAFE

NOT FOR CONSTRUCTION

ARCHITECT
LANDMARK ARCHITECTS, P.C.
 DESIGN / RESTORE / BUILD
 100 Riverview Plaza, Suite 204
 Middletown, CT 06457
 phone: 860-346-1333
 www.landmarkarch.com

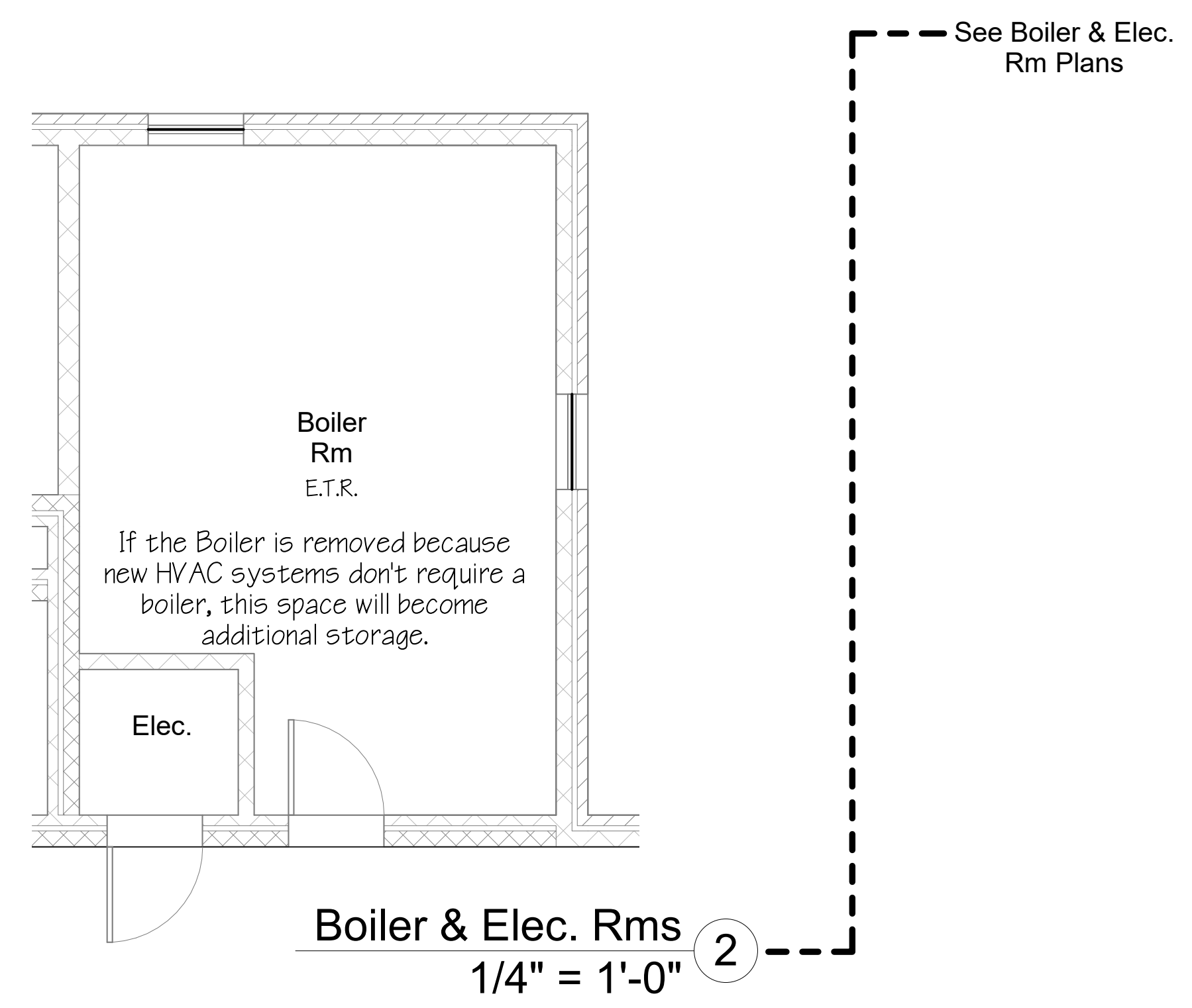
PROJECT
**445 Randolph Rd
 Middletown, CT 06457
 South Fire District Bldg
 Renovations & Addition**

No.	Description	Date

THE INFORMATION CONTAINED IN THIS SET OF DOCUMENTS IS PROPRIETARY BY NATURE. ANY USE OR DISCLOSURE OTHER THAN THAT WHICH RELATES TO THE MENTIONED PROJECT IS STRICTLY PROHIBITED.

PRELIMINARY PLANS
 6/6/2023

PRELIMINARY PLAN
A1

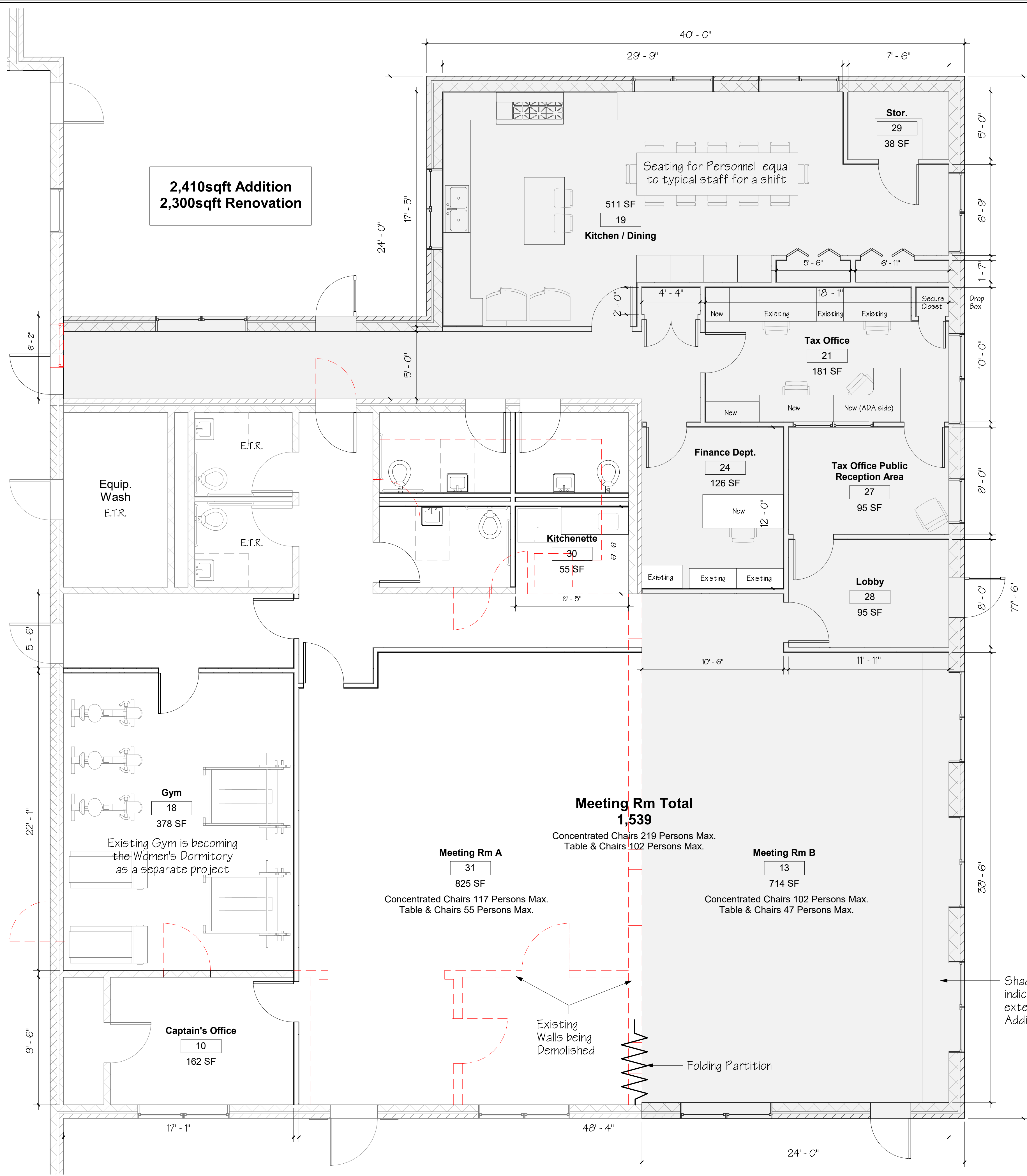


The following layout has been reviewed by the personnel and meets the functional needs of the personnel. This is limited to the layout of spaces and not the complete design of the building structure. Any future changes to the layout are expected to be limited to minor adjustments to meet current codes, meet the needs of HVAC, plumbing and/or electrical systems, or due to budget limitations. By committing to the layout during the preliminary design phase, this will greatly reduces the possibility of extra change orders and allows for better coordination of building systems.

Fire Chief James P Trzaski

The following layout has been reviewed by the Building Committee and meets the functional needs for the public. This is limited to the layout of spaces and not the complete design of the building structure. Any future changes to the layout are expected to be limited to minor adjustments to meet current codes, meet the needs of HVAC, plumbing and/or electrical systems, or due to budget limitations. By committing to the layout during the preliminary design phase, this will greatly reduces the possibility of extra change orders and allows for better coordination of building systems.

Chairperson of the Committee Geen Thazhampallath



Proposed Plan 1
 1/4" = 1'-0"

6/6/2023 12:56:37 PM
 N:\Projects\2023\A23007 South Fire Phase II G. Construction Documents\Architectural\Drafting Files\South Fire District Building Renovations & Addition-Phase II Office KK Option.rvt

Request for Qualifications and Proposals RFQ/RFP Construction Management South Farms Addition and Renovations Phase II to South Fire Headquarters

Date Issued: 6/15/2023

The Middletown "South Farms Fire District" Commission is soliciting bids/proposals from qualified Construction Managers (CM) to assist with the preparation of conceptual budgets and construction for an addition and renovations to its existing firehouse located at 445 Randolph Road. The Building Committee is seeking a CM to create budgets for conceptual plans as prepared by Landmark Architects, P.C., whom the Town has hired as its architect for the design phase of this proposed project. The existing firehouse is approximately 12,000 sf with a proposed approximate 2,400sqft addition, 2,300sqft of renovations and site improvements to accommodate new building footprint. The budgets will be used to establish the costs reflective of a one-million-dollar grant from the state along with other funds being solicited to move forward with the project. The CM for this assignment is expected to provide pre-construction services as well as CM services throughout the project to final completion. The total initial construction budget for the project is \$1,250,000 plus an owner contingency of approximately 10% (\$125,000).

Preconstruction Services:

The Construction Manager (CM) shall manage delivery of the project, work with architect to ensure the design meets the control budget, prepare a project schedule, identify long lead time items for early procurement, obtain permits and approvals required for construction, and perform other requirements of the contract as well as services necessary to advance commencement and completion of construction.

The CM shall become familiar with the site, the existing building conditions, and the requirements as they pertain to managing and building the project.

A mandatory walkthrough of the site is scheduled for **Tuesday, June 20th, 2023 at 10:00 a.m.**, meeting at the front of the building at **445 Randolph Road, Middletown, CT 06457.**

Construction Phase Services:

The selected CM will hire, coordinate and manage subcontractors to complete the work. The CM will manage all construction activities, coordinate the requirements of state and local authorities and local utilities, and arrange the state and local inspections necessary for occupancy of the building. The CM will have to coordinate construction with the Fire Station to allow the Fire Station to operate at its full capacity 24 hours a day, seven days a week. The CM will provide the proper project signage as specified by the state, as attached to the RFQ/RFP package. The CM will need to manage and file all the necessary reports and forms required by the grant program (standard CHRO contractor related forms) for all contractors working on the project.

Qualifications and Proposal Requirements:

The proposal should contain the following information. The Town may reject proposals that are incomplete and reserves the right to reject any proposal at their discretion.

- 1) Firm History, Information, and Qualifications – Briefly describe your firm history, its officers, executive management, personnel breakdown, and relevant qualifications.
- 2) Specific Project Experience - Provide a list of the renovations that you have managed in Connecticut and adjacent states over the last three years including the following information.

- a) Brief project description.
- b) Company role (e.g. CM, GC) and key personnel.
- c) Construction cost and form of contract.
- 3) General Project Experience – Provide a list of related projects your firm has built in the last five years.
- 4) Key Personnel – Provide resumes and relevant experience of the project executive, project manager, and field superintendent who will be assigned to this project. Indicate which of the projects in Item 2 above they worked on.
- 5) References – Provide contact information for at least three references for whom you have completed similar projects within the past five years.
- 6) Construction Manager/Project Estimator Fee Proposal Rates form (page three of this document) shall be completely filled out including both numerical numbers and written figures.

Upon determination by the South Farms building committee and commission, final designs, and procuring of financing, the committee will engage the Construction Management Company for the balance of the project.

Submission of Proposals:

Each submitter is required to submit 2 separate sealed envelopes. The first is to include statements of Qualifications, labeled RFQ/RFP for CM Services South Fire Renovations & Addition Phase II, including 2 copies and 1 electronic copy.

All questions shall be submitted to pmorin@landmarkarch.com via email. The deadline for questions is **Friday, June 23rd, 2023 by noon.**

Please send qualifications and proposals to Chief James Trzaski, South Farms Fire House, 445 Randolph Road, Middletown CT 06457. Proposals are to be submitted no later than **Friday, June 30th, 2023 by 3:00 p.m.** RFQ/RFPs received after this date and time will be rejected. Sealed Bid envelopes (including overnight packaging) should be labeled with bid number, RFQ/RFP title and marked “time sensitive”.

After all the RFPs have been reviewed the top three firms will be selected and invited in for an interview. The interview shall be at least one week in advance of notice and shall be conducted by the Building Committee.

Construction Manager/Project Estimator Fee Proposal Rates South Fire Addition & Renovations Phase II

Contractor Company Name & Address: _____

Contractor License Number: _____

Point of Contact (name, number & email): _____

Based on Total Construction Budget of \$1,250,000.00 (total of services to equal the budget)

Pre-construction Services

_____ \$ _____
 _____ (Written Numbers)

Construction Services

General Requirements: \$ _____
 _____ (Written Numbers)

Fee for Services (provide a dollar amount and a %): \$ _____
 _____ %
 _____ (Written Numbers)

If additional services are requested beyond the scope of work the following will be the rates;

HOURLY RATE SCHEDULE		
Project Manager (written)		\$
Superintendent (written)		\$
Administration (written)		\$
RENTALS COST PER WEEK SCHEDULE		
Project Trailer (written)		\$
Dumpsters (written)		\$