

**SOUTH FIRE DISTRICT
Of the City of Middletown
BUILDING COMMITTEE
REGULAR MEETING
Wednesday, September 13, 2023
5:30 p.m.**

AGENDA

1. CALL TO ORDER
2. OPEN PUBLIC SESSION
3. CLOSE PUBLIC SESSION
4. MINUTES TO BE APPROVED
 - a. July 13, 2023 Regular Meeting
 - b. July 25, 2023 Special Meeting
5. OLD BUSINESS
 - a. Project status update
 - b. Project financing update
6. NEW BUSINESS
 - a. Approval of Construction Manager Contract
 - b. Approval of invoices
 - i. Landmark Architects, P.C. – 05/31/2023
 - ii. Landmark Architects, P.C. – 07/12/2023
 - iii. Landmark Architects, P.C. – 08/24/2023
7. 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/83336449054?pwd=VGpBa1BwY2xPTE4xaEtaVURnWHNWUT09>

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. 833 3644 9054
Passcode: SFD

SOUTH FIRE DISTRICT
445 Randolph Road | Middletown, CT
BUILDING COMMITTEE
REGULAR MEETING MINUTES
Monday, July 13, 2023 - 6:00 p.m.

Held at the firehouse and via Zoom Meeting I.D. 837 1970 0316

Present: Chairman Geen Thazhampallath, Nancy Hunter, Ed Monarca, Melissa Roming, Phil Russo, Chief James Trzaski, Paul Pizzo, Paul Morin, James Mastroianni-Local 3918 Union President (via zoom), BFC Chairwoman Deborah Kleckowski (arrived at 6:15), Commissioner William Gregorio and members of the fire department.

Absent: Joseph Bibisi

1. CALL TO ORDER

Chairman Thazhampallath called the meeting to order at 6:01 p.m.

2. OPEN PUBLIC SESSION

Chairman Thazhampallath opened the Public Session at 6:01 p.m.

3. CLOSE PUBLIC SESSION

There were no members of the public present. Chairman Thazhampallath closed the Public Session at 6:02 p.m.

4. INTRODUCTION OF NEW COMMITTEE MEMBER(S)

Melissa Roming introduced herself as a resident of South Fire District with experience as a member of the Cromwell fire service.

5. MINUTES TO BE APPROVED

MOTION to approve the minutes of the meeting of April 17, 2023 by E. Monarca/N. Hunter. Unanimously approved.

6. OLD BUSINESS

a. Project status update

Paul Morin provided a brief update on the project status.

b. Project financing update

Chairman Thazhampallath provided a brief update on the project financing. He informed the committee the Board of Fire Commissioners has voted not to seek outside funding for the project.

7. NEW BUSINESS

- a. Open and review RFQ/RFP submissions. Paul Morin opened each packet and announced to the committee the Pre-construction services, General Requirements, and Fee for Services for each submission.

PAC Group, LLC.

Pre-Construction Services: \$9,600

General Requirements: \$189,293

Fee for Services: \$56,250 = 4.5%

Total Bid: \$255,143

Montagno Construction, Inc.

Pre-Construction Services: \$10,180

General Requirements: \$207,270

Fee for Services: \$75,000 = 6%

Total Bid: \$292,450

Milestone Construction Services, LLC.

Pre-Construction Services: \$30,000

General Requirements: \$260,000

Fee for Services: \$50,000 = 4%

Total Bid: \$340,000

Enterprise Builders

Pre-Construction Services: \$5,000

General Requirements: \$228,175

Fee for Services: \$62,500 = 5%

Total Bid: \$295,675

- b. Chairman Thazhampallath suggested since there are only four bid submissions to interview all of them. Paul Pizzo recommended the interviews should be 45 minutes in length with 15 minutes between each interview. Landmark Architects will also assist with interview questions. After discussing possible interview dates the committee agreed to Tuesday, July 25, 2023 with Wednesday, July 26, 2023 as a backup. Chief Trzaski will schedule the interviews as he has the contact information for each company because he was the contact listed in the RFP/RFQ. The first interview will be scheduled for 6:00 p.m. The committee to arrive at 5:45 p.m.

8. ADJOURNMENT

MOTION to adjourn by N. Hunter/P. Russo. Unanimously approved.

The meeting adjourned at 6:48 p.m.

Submitted by,



Kathleen M. Kiley, Building Committee Recording Secretary

SOUTH FIRE DISTRICT
445 Randolph Road | Middletown, CT
BUILDING COMMITTEE
SPECIAL MEETING MINUTES
Tuesday, July 25, 2023 - 6:00 p.m.

Held at the firehouse and via Zoom Meeting I.D. 857 2396 5295

Present: Chairman Geen Thazhampallath, Nancy Hunter, Ed Monarca, Melissa Roming, Phil Russo, Chief James Trzaski, Paul Pizzo, Paul Morin.

1. CALL TO ORDER

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

2. EXECUTIVE SESSION

MOTION to go into executive session, pursuant to Statutes Section 1-200(6)(E) and Section 1-225(a) of the Connecticut General Statutes, as amended, to interview potential construction managers and reviewing bid documents and/or presentations as prepared or submitted for the South Fire District Building Renovation Phase II by M. Roming/N. Hunter. Unanimously approved.

The committee entered executive session at 6:08 p.m. In attendance were Chairman Geen Thazhampallath, Nancy Hunter, Ed Monarca, Melissa Roming, Phil Russo, Chief James Trzaski, Paul Pizzo, Paul Morin, and Kathleen Kiley.

MOTION to exit executive session by M. Roming/J. Bibisi. Unanimously approved. Executive session ended at 8:56 p.m.

3. CALL BACK TO ORDER

Chairman Thazhampallath called the meeting back to order at 8:56 p.m.

MOTION to recommend Milestone Construction Services, LLC. to the South Fire District Board of Fire Commissioners as construction manager for the South Fire District Renovation Project Phase II by N. Hunter/J. Bibisi. Unanimously approved.

4. ADJOURNMENT

MOTION to adjourn by N. Hunter/J. Bibisi. Unanimously approved.

The meeting adjourned at 9:02 p.m.

Submitted by,

A handwritten signature in blue ink that reads "Kathleen M. Kiley". The signature is written in a cursive style.

Kathleen M. Kiley
Building Committee Recording Secretary

DRAFT

Landmark Architects, P.C.
 100 RIVER VIEW CENTER SUITE 204
 MIDDLETOWN, CT 06457
 860-346-1333
 llockton@landmarkarch.com

Invoice



BILL TO

Middletown South Fire District
 Chief James Trzaski
 445 Randolph Road
 Middletown, CT 06457

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
0728	05/31/2023	\$18,750.00	06/30/2023	Net 30	

DETAIL / PERCENT COMPLETE	PRIOR BILLING	CURRENT FEE
A23007 - South Fire Phase II		
Schematic Design - Total Fee \$18,750.00 - 100% complete		18,750.00
Design Development - Total Fee \$18,750.00 - 0% complete		
Contract Documents - Total Fee \$18,750.00 - 0% complete		
Contract Administration - Total Fee \$25,000.00 - 0% Complete		

We appreciate your business!

BALANCE DUE

\$18,750.00

Landmark Architects, P.C.
 100 RIVER VIEW CENTER SUITE 204
 MIDDLETOWN, CT 06457
 860-346-1333
 llockton@landmarkarch.com

Invoice



BILL TO
 Middletown South Fire District
 Chief James Trzaski
 445 Randolph Road
 Middletown, CT 06457

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
0731	07/12/2023	\$18,750.00	08/11/2023	Net 30	

DETAIL / PERCENT COMPLETE	PRIOR BILLING	CURRENT FEE
A23007 - South Fire Phase II		
Schematic Design - Total Fee \$18,750.00 - 100% complete	18,750	
Design Development - Total Fee \$18,750.00 - 100% complete		18,750.00
Contract Documents - Total Fee \$18,750.00 - 0% complete		
Contract Administration - Total Fee \$25,000.00 - 0% Complete		

We appreciate your business!

BALANCE DUE

\$18,750.00

Landmark Architects, P.C.
 100 RIVER VIEW CENTER SUITE 204
 MIDDLETOWN, CT 06457
 860-346-1333
 llockton@landmarkarch.com

Invoice



BILL TO

Middletown South Fire District
 Chief James Trzaski
 445 Randolph Road
 Middletown, CT 06457

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
0732	08/24/2023	\$30,000.00	09/23/2023	Net 30	

DETAIL / PERCENT COMPLETE	PRIOR BILLING	CURRENT FEE
Schematic Design - Total Fee \$18,750.00 - 100% complete	18,750	
Design Development - Total Fee \$18,750.00 - 100% complete	18,750	
Contract Documents - Total Fee \$37,500.00 - 80% complete		30,000.00
Contract Administration - Total Fee \$25,000.00 - 0% Complete		
A23007 - South Fire Phase II		

We appreciate your business!

BALANCE DUE

\$30,000.00