

EOC Building Committee

Meeting on Wednesday, December 17, 2014

In attendance: Jim Lally, David Gross, Don McDougal, Fred Dudek, Al Chapman; Regina Regolo (Guest)

Absent: George Keithan, Kate Novick

Guests: Gary Tierney from Design Two

Chairman David Gross called the meeting to order at 6:30 p.m.

Meeting minutes from the December 3, 2014 meeting were approved unanimously. Motion by Lally, second by McDougal

Invoices from Milone & McBroom for \$500.00 and Harkin Engineering for \$701.00 were approved unanimously. Motion by Chapman, second by Gross.

The meeting dates for 2015 were discussed and the committee agreed unanimously to continue with the first and third Wednesday of every month.

Regina Regolo distributed and reviewed the Town's format for an RFP for this project. The committee discussed various paragraphs and also how the committee's RFP could be merged into the Town's. Gina will work on creating a final document and send it to the committee for review and approval. Gina will also review the final document with the Town's attorney.

Projected bidding milestones are:

1/2/15	Advertisement
1/12/15	Drawings available on Town website
1/22/15	Pre-bid conference
2/23/15	Bids Due – opening at BOS meeting
2/25/15	Committee review
3/4/15	Bidder short list interviews
3/23/15	Notice of award
3/30/15	Contract execution

Gary Tierney reviewed the project drawings with the committee. It was agreed that in order to attract a broad range of bidders and also keep the cost of the project to a

minimum that the drawings should reflect basic code requirements only. The drawings will provide design criteria for the building shell and basic direction for the design/build MEP portion of the bids.

The next scheduled meeting is for Wednesday, January 7th, 2014 at 6:30 p.m. at the Killingworth Town Hall.

The meeting adjourned at 8:15 p.m.

Respectfully submitted,

David Gross

Acting Secretary