

Minutes
LAFAYETTE TOWNSHIP BOARD OF TRUSTEES
Special Meeting
Monday, November 20, 2017

Meeting called to order: 3:08 p.m.

Members Present: Trustee Lynda Bowers, Trustee Michael Costello, Trustee Martin Warchola

Others Present: Legal Counsel- William Thorne, T. Holzman, M. Savetski, J. Hall, E. McCall, D. Keeran, B. McDonald

Mr. McCall visited the Medina County Engineer's Office in regards to the new safety services building and informed the engineer's office is waiting for the drawings from Lewis Land's civil engineer. He has delivered a copy of the drawings to the Medina County Health Department along with an electronic copy. The health department will need a \$200.00 check sent from Lafayette. Mr. McCall has submitted an electronic copy of the drawings to the Medina County Building Department along with the application. The building department stated it would take approximately 4 to 5 weeks to review and a check is necessary in order to proceed. The township will prepare the checks and send them out.

Mr. McCall visited the site of the safety services building to determine a location for the sign and requests the trustees physically view the site and provide feedback as to a location they feel best. Ms. Bowers stated the easement is where the emergency driveway is located and would prefer not to secure an additional easement for the sign. Mr. McCall suggests placing the sign approximately half way down the property on Route 162 at the top of the mound for the best visibility. The trustees will review the location possibilities and inform Mr. McCall of their choice. .

Mr. McCall confirmed the latest drawings reflect a cost of approximately \$158.00 per square foot without the mezzanines and \$150.00 square feet with the mezzanine. He suggests holding back approximately a 5% contingency for any unforeseen circumstances. Mr. McCall said they are not installing extensive civil work such as curbs, etc. which will help keep costs low.

Mr. McCall confirmed when going to bid, one general contractor be sought. He suggests the trustees start creating a list of contractors in order to send bid forms to when appropriate. Mr. McDonald noted the construction industry in Medina is booming which could inflate construction costs and hopes having several contractors bid which could potentially help drive costs down and confirmed the estimate provided included the building construction cost and site work.

Mr. McCall stated bid advertisement will go out January 4, 2018 with a bid submission deadline of February 9, 2018 at 4:00 p.m.. A pre-bid meeting will be held January 19, 2018 at 2:00 p.m. Mr. McCall stated this timeline will allow for review of the bids. Mr. McCall noted Mr. Thorne's reminder of checking the contract verbiage requesting the specification for a single general contractor Mr. McCall allows one full year for the entire building to be completed with a very detailed timeline when specific jobs are to be completed. Mr. McCall recommends having one point of contact for the township for all communication to flow through to limit any miscommunications. The contractors will only communicate through McCall Sharp which they

will then relay pertinent information to the trustees as necessary. During construction job meetings will take place approximately every couple weeks to keep the progression moving. This will be review time for the township and an informational session keeping the township apprised of progress with time for any issues to be reviewed. The general contractor is responsible for holding regular meetings with sub-contractors. The construction phase is very detailed in regards to scheduling and the general contractor will provide that timeline. The general contractor will allow for inclement weather and other unforeseen circumstances within the scheduled timeline. McCall Sharp set a \$250.00 per day liquidated charge fee. He will include the following verbiage in the specifications; notice to proceed by March 15th, provide the number of calendar days for completion and the completion date will be considered for the “lowest and best” bid, in the specifications.

Discussion regarding “lowest and best” bids took place and what is necessary to determine “best”. Mr. McCall said his company will request a standard general contractor’s form- AIA, the superintendent’s resume who will be performing the job, a timeline overview with 15 to 20 line items. Mr. McCall forward a rough proposal of the above mentioned to Mr. Costello for trustee review per Mr. Warchola’s request. Mr. Thorne stated if the bids are more than 10% over the final estimate it must be rebid.

It was confirmed that temporary fencing around the construction site will not be needed due to its location and that verbiage will be included in the bid. All answers to questions from bidders must be answered 72 hours prior to bid in the event an addendum is required which allows time to provide accurate information to ALL bidders who requested bid specifications. Mr. McDonald will provide Mr. McCall with printer information for those bidders requesting printed information opposed to electronic information. Mr. Thorne requested Mr. McCall forward the front end documents to him so he can review

Mr. Keeran confirmed the remote siamese location and PIV valve location with Chief Hall and will make the necessary adjustments on the drawings to reflect the changes.

Mr. Warchola confirmed the estimate includes the parking lot lighting and the 8 inch thick concrete slabs. It was confirmed a sprinkler is mandatory for the building.

The list of alternate bidding for roofing on the office area and flooring in the offices and bay areas was confirmed.

Mr. Warchola stated the outdoor sign will require 3-110 electrical lines with 3 separate circuits and one Ethernet line will be necessary.

It was agreed to have the township allow an allowance in assuming the cost of the electric and heat at the job site while under construction in order to avoid unnecessary inflated costs. Mr. McCall will include in the specifications that the HVAC system must be cleaned and filters changed at the end of construction and before the township takes possession.

Mr. Warchola confirmed that the vehicle exhaust systems include Air Hawks for the entire bay area.

Mr. Costello moved to adjourn, seconded by Mr. Warchola.

Meeting adjourned at 4:42 p.m.

Approved: _____

Lynda Bowers, Trustee

Michael Costello, Trustee

Martin Warchola, Trustee

Shirley Bailey, Fiscal Officer