

The Route 156 Bike Way and Sound View Improvements Committee
Unapproved Minutes of January 26, 2016 4:30 PM Memorial Town Hall, Old Lyme, CT

Committee Members Present-Rob Haramut, Jim Lampos, Mary Jo Nosal, Angelo Faenza, Frank Pappalardo, Bonnie Reemsnyder. **Absent**-Skip Sibley (excused), John McDonald. **Project Engineer Present:** Kurt Prochorena of BSC Group. **DOT Liaison Present:** Chris Faulkner of VHB. **Public Present**-Joanne Lishing

Welcome: The meeting was called to order at 4:38 PM.

Motion to approve Minutes: Motion to approve the minutes of the 01/11/16 meeting was made by Bonnie and seconded by Angelo. There was no discussion, all voted in favor and the motion passed.

Correspondence/Hand-outs: The Committee received: the synopsis on the drainage discussions by Will Walter of BSC Group between he and Regulatory agencies; Kurt Prochorena provided Eversource with a detailed plan for the Hartford Ave. lighting for their pending inspection. Chris provided a template RFQ for Inspection services. The revised Project Scope, narrative and budget discussed by Kurt will be emailed to the Committee for their review.

VHB:

- BSC Group does not have an Inspector available for the entire construction period. Chris reviewed the DOT process for hiring the required Inspector as stated that the Inspector's job is to assure that the project is built in conformance to the plans and specifications.
- Chris provided a template Request For Qualification (RFQ)/legal ad for our adaptation and approval by VHB. The ad will go on DAS and The Day.
- The RFQ should refer firms to our website to review the plans.
- Depending on the number of respondents to the RFQ, a Selection Committee made up of by Bonnie, Frank and Rob will interview and rate all or up to 5 firms. The interviews will last about 30-40 minutes to identify a firm familiar with construction inspection, DOT procedures and paperwork, who is certified and who can manage the required testing. Chris will provide some straight forward questions.
- The candidates will be approved by Bonnie and ultimately approved by DOT.
- The scope of services will be developed and based on-site construction and DOT paper work completion each day construction is ongoing. This includes some State required materials testing and approval of any field work change orders.
- The town must provide a paid Project Manager aka a Project Administrator. Rob stated that RiverCOG has not contracted for this service before, but the Public Work's Director or Building Official would be acceptable per Chris. The Project Manager will be the contact for the Inspector and will consult and sign change orders for unforeseen circumstances in the field. Kurt shared that the Project Manager would attend scope reviews become familiar with the project. Bonnie stated that it would be preferable to have a town employee fulfill this role.
- Administrative assistance during construction will be provided by the State, not VHB. The ConnDOT District office will assign an administrator to the project who will make periodic visits to the site.
- BSC Group will still be responsible for shop drawing reviews, modifications to the plans based on field work finding and requests for information.
- Regarding change orders, a 10% contingency will be built into the Agreement with the State to cover some changes. Frank and Bonnie discussed change orders being reviewed by the Committee that affect the budget. The process will be worked out with DOT which ultimately must approve all the change orders.
- The Inspection Services Agreement will be based on time and materials basis. The firm will review the drawings and estimated days of construction and develop a cost. There is little negotiation and it is basically a cost not to exceed Agreement.
- Chris will have to request the DBE for Inspection services and it will be most likely 0% as it is a 1 person, no-sub job. An estimated cost has been carried in the design budget as part of the 25% incidentals.
- A Town Meeting will be required to approve the construction costs, not the individual project Agreements.
- The semi-final design plans can be put on our website and utilized for advertising for a RFQ. Chris said the DOT has 30 days to review these plans and suggests we wait 2 weeks to advertise in the unexpected chance there would be changes. The Inspection firms have 30 days to respond.
- Members of the Committee would evaluate the RFQs for basic completion, send out letters requesting an Interview and request that the firm bring the potential Inspector to the meeting. Utilize a simple rating matrix-maybe 5 questions.

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- Bonnie reviewed the Town's typical RFQ which includes adding a date to ask questions, a date the Town will post answers and how many copies/and in what format we would like RFQ. She recommended that the RFQ include a requirement to provide the CV and experience of the Inspector.
- We should not expect another letter for DOT saying proceed to final design. At this point. Kurt said BSC will continue with the Agreement development, work with the utilities, develop technical documents and set up coordination meetings during this required waiting period.
- Chris and Kurt agree that the Committee does not need to attend the first utility coordination meeting between DOT, Eversource and CTWater set up for 2/10/16. Kurt is waiting on meeting agreement by the utilities and Bonnie has offered assistance if required.

Final Design Workshop 3 Follow-Up

Design Plans: Semi-Final Design plans are undergoing DOT review through the third week in February. The report is on the project site under Semi-Final Design. The plans will go on the site this week. Kurt has added some photos of the benches, bike racks and will provide a thumb drive of the plans for Town Hall.

Utilities: the following will be reviewed at the Utility Coordination meeting.

- Kurt provided Eversource with a detailed informational package on the project and lighting plans for their evaluation and photo documented the 11 poles. Apex Lighting felt that the photos indicate that the poles can handle the lighting choices. But, Eversource will evaluate their poles and prefers to do the lighting change outs. Kurt said some urging to replace a pole may be necessary.
- CTWater sent some additional information to BSC Group to coordinate the locations of the catch basins.
- Angelo advised there will be some underground pipes discovered. Kurt said this is good example of the change order process which could include calling the utility to come out. He added that most of the change orders are from hidden underground concerns. The important thing is that there is little excavation required and the drainage line for the catch basins is the deepest. The plan is to preserve the base material under the sidewalk as long as the Inspector approves it.

Curb Extensions (bump-outs)

- Kurt reviewed the curb extension options, a 6 inch reveal but follow the road profile or a 2% max slope. BSC found this to be a challenge to design to due to the severe crowning in some parts of Hartford Ave.
- Cognizant of the pocket park requirements BSC began by setting the slope of the curb extensions at 2% and seeing what the curb reveal would be. It varied from -0.84 inches due to the road dipping down so much to 7 inches. They then evaluated at 3 inches and confirmed the slope. The slopes were between 1-5%. The worst at 5.2% was at Martino and Hartford, but it still allows for ADA compliant ramps and no bench/rack/tree will be on this curb extension. Through discussion it was decided that due to safety concerns a flush curb extension would not be advisable. Nearest the cross walk, the bump out will be closest to the street level. On the other side, nearest the parking, it will rise to a full 6 inch reveal. The change will be subtle.
- In response to Jim's question about the slope of the sidewalks, Kurt said they are essentially flat with a maximum 2% slope to the gutter for drainage. In the case of the work requested at the Pavilion drive way, if the owner does not agree to the improvements to raise the entrance to the parking lot to meet the new sidewalk, he will have a 6 in. drop-off on the east side of the sidewalk.
- Kurt reviewed an engineering change BSC made to the two granite mountable curbs by the park (needed for access to the fire hydrant). They suggest a vertical cut curb. It will be at right angles, will make it easier to put in the pavers and may save us some money. Keeping the 3 inch minimum reveal these extensions were at 3.5% and 3.9% slope going out to the road. To get them flatter would reduce the reveal to about 1 inch. Again, due to street parking and concerns for pedestrian safety there was consensus to not flatten them.

Curb-Cuts

- Kurt carried the following Hartford Ave. curb cuts on the plan: the double curb cut at #57 and #61, at 11 ft. each. Carrying this will not adversely affect parking; #42, by Bocce, with the bituminous ramp; and #50.
- Bonnie and Frank will speak to owner at #44 Hartford Ave. too see if they want the curb cut.

Street Signs

- The current plans recycle the existing stop signs and street name signs on budgeted decorative posts. Kurt will send some pictures. To not exceed our budget any further, additional signs can be budgeted by the Town.
- New traffic control signs will be on the DOT standard galvanized posts.

Parking Kiosks

- The Town will remove and store the existing 3 kiosks and the Contractor will re-install them. Due to the current plans and budget considerations there was consensus among the Committee members to delete the budgeted additional kiosk at a savings of \$13,000.

Pavement Markings /Additional bump-out

- Stripping was an addition at Bocce and Hartford Ave added to the design set and adjusting the shifting center line of the street. There was consensus that due to the budget, a flush granite bump-out at the southeast corner of should be an alternate bid item.

Design Misc.

- Chris and Kurt discussed the need for two manufacturers for items with the exception of the lighting. Kurt said that he has the manufacturers for the other items, however the pavers are not an exact match.
- The Town will need to prepare a letter to DOT requesting approval of any proprietary items and justify the reasons for this. For example, the lights are historically appropriate, and are LED which the town is moving towards.
- Chris advised waiting until the Utility Meeting was concluded to send the letter.

Project Plan and Budget Update-this is under review at VHB

- Kurt spoke to his narrative of the changes, revised the scope, and budget changes due to additions and deletions (for example Sound View Green). These will be emailed out with the minutes for review.
- Adds are the street lights, the work outside of the right away, the extra LEAN meeting and additional 13 project updates due to the extended design phase. Deduces primarily are related to Sound View Green and Architect work and included footwash, permitting, hydraulics, design.
- In summary the total deduces were \$10,500 and total adds were \$10,300.
- The Preliminary Design and Specifications Budget was \$134,822.00. The new budget is at \$130,747.00.
- Chris stated that additional work should have been approved by DOT in advance. But in our case, the adds and deduces are a wash, we did not go in to the \$13,000 in extra work allocation or contingency and all was in agreement with our liaison and in our minutes. Chris said there was no reason to go through the exercise at this point.
- Kurt asked if the contingency and savings could be applied to construction. Chris said in theory it could but the DOT will not transfer any money until they go through the audit process. The audit process occurs long after the construction is completed.
- Kurt noted that BSC's approval letter from DOT to proceed to final design reiterated the 2% DBE goal. Chris said it is 2% of your final contract value and BSC exceeds this.
- Chris reported that when we invoice, DOT looks at three pots of money: preliminary design, final design and construction. BSC Group will send a final bill when construction is done. However, BSC Group will not get their 2 1/2% hold back until after the State audit is completed.
- Chris reviewed the tricky contract process. For the design phase, the Town has a contract with BSC for design services and we have a contract with the State for reimbursement. For construction, we will have a contract with the contractor and a contract with the State DOT for reimbursement. The services BSC provides during construction get paid out under our design contract with BSC but the town will get reimbursed through the Construction Agreement with the State. Therefore, the State DOT will close out the design phase of the project and close out the Town-State Design Agreement as they consider the design services performed during construction reimbursable under the State-Town Construction Agreement.
- Jim asked about the Scope of Work for BSC during the construction. Kurt reviewed that it is a small part of the budgeted scope which includes leading the preconstruction meeting with the contractor, VHB and the Inspector to: walk through the plans, set up the construction schedule and sequencing, testing and Regulatory requirements, chain of command, field decision process, distribute contract documents, safety, security and work hours and report the meeting.

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Schedule Plans

- Target date for Community Informational Meeting is 4/25/16 at 7:30PM.
- The Committee will begin the process to hire an Inspector by June 1.
- DOT has until the 3rd week in February to comment on the Semi-Design. BSC will turn around any responses quickly to VHB and submit Final Design for final review (1 month review period).
- VHB will initiate the internal paperwork to obligate the funds for construction when the designs are certified as complete.
- Advertise for Contractor at least by 6/1. DOT may allow us to advertise while in the process of getting an Inspector.
- There is a minimum 21 day bid period for Contractors to respond.
- Open bids 7/1. It takes 4-6 wks. to reach Agreement.
- Town Meeting in early-mid July
- Construction start right after Labor Day

Grant Sub-Committee: Mary Jo and Frank agreed to work on grants for Sound View Green.

Public Comment: Joanne Lishing of Sound View stated that we are all doing good job.

Motion: Motion to adjourn at 6:45 PM, was made by Frank and seconded by Angelo. There was no discussion. All were in favor and the motion passed.

Next Regular Meeting: Monday, 2/29/16 at 4:30 PM

Respectfully submitted by Mary Jo Nosal, Acting Clerk 1-29-16