

Tilton-Northfield Fire & EMS 2021 Fire Station Building Committee Meeting

Meeting Called By: 2021 FSBC

Date, Time: 12/29/2022, 5:30 PM

Transcribed By: Beth Joslin

Location: Tilton Town Hall
Downstairs Meeting Room
257 Main Street
Tilton NH

Call to Order

Paul called the meeting to order at 5:38 PM.

Attendance

Commissioner Jon Cilley, Kevin Waldron, Firefighter Derek Farrell, Lisa Martin, Paul Blaisdell (remotely) and Chief Michael Sitar

Public: Mr. & Mrs. Manning

Old Business

Additional Contractor Questions

Paul stated that there were additional questions submitted to the contractors that were submitted by himself, Lisa, and the Chief. He wanted to address concerns that the committee had not voted or discussed them before they were sent. Kevin commented that it was egregious that decisions were made and carried out without the majority of the committee's approval. Extensive discussion ensued regarding proper operating procedure.

Lisa stated that she realized after that it was a mistake but that she meant no ill intent. She asked how they move forward. Kevin replied that they can't move forward. He suggested that Paul and Lisa remove themselves from committee. Paul commented that it was not his intent to circumvent the committee. He was making an effort to have as much information for tonight's meeting as possible.

Derek commented that he feels they should move on. Commissioner Cilley spoke saying that while he doesn't agree with what was done that, he doesn't feel the integrity of the committee has been compromised and that they should move on.

With no further discussion Paul polled the committee as to how they would like to move forward. If they choose to remove him, he will be disappointed but if that is the decision then that is what it is. Kevin replied that they do not have the authority to add or remove anyone it is up the commissioners.

Commissioner Cilley commented that the next Commissioners meeting will be January 4th 2023 if anyone would like to attend and express concerns.

Chief Sitar read the questions to the contractors for the record.

1. How many projects over 10,000 square feet have you completed in the last 5 years?
2. Of those projects, how many were municipal projects?
3. How many of the completed projects used the design build method of construction?
4. How many fire station projects have you completed in the last 5 years?
5. Please provide a contact or reference for the completed fire station projects.
6. Of the projects completed in the last 5 years, how many were completed more than 3% over budget?

7. Of the projects completed over the last 5 years, how many were completed more than 3% under budget?
8. Does your company use software for construction scheduling and can that be shared with the customer?
9. Who will be the main point of contact for this project?
10. How many projects have you completed with your chosen architect?
11. What does the decision-making process look like and how are we involved in that process?
12. Are there any services that are excluded from your fee?
13. What is the percentage of your projects that delivered on time?
14. Do you foresee any specific material shortages or labor shortages for this project? If so, how will you handle them?
15. How are change orders handled and what are your charges for them?

Questions for the Architects:

1. How many fire stations have you designed in the past 5 years?
2. Of those designs, how many were for career fire departments?
3. Where do you get your information as to what is important in a fire station design?
4. Does your company use building information modeling commonly known as BIM software?
5. What do you see as the important issues, considerations, and challenges of this specific project?
6. What will you show along the way to explain the project? Drawings? Models? Computer animations?
7. How involved will you be during the construction phase of the project? Do you check the contractors work as the job progresses and if so, how often?
8. Who will actually design this project, and will that person be the main contact regarding any design issues?
9. Do you usually include low or no cost sustainable design elements into your projects?
10. Do you provide green, energy savings or durable design strategies and how that may impact the construction budget?
11. Do you provide a return-on-investment schedule for those design elements?
12. Do you provide life cycle cost analysis?
13. How many projects have you completed with this contractor?

Proposal Analysis & Score Cards

Chief discussed his thoughts. Fulcrum's architect has designed more fire stations and probably the best fit. He noted that they currently are working on Manchester Fire Station. Chief contacted Manchester to ask how it has been working with them but has not heard back yet.

Commissioner Cilley commented that Fulcrum did spell out a lot of the NFPA regulations, Loureiro is more of a federal contractor, which is fine, but didn't have as much experience in the fire station field.

Lisa rated based on their grading system and reviewed her ratings.

Chief commented that the reference he spoke to regarding Loureiro's work at the Hudson Fire Station could not speak highly enough about the company. Discussed touring the station and plans.

Discussion ensued regarding both companies and their mention of a larger than anticipated footprint.

Paul shared his thoughts on Fulcrum, he the liked life cycle cost analysis but felt they had more limited construction experience. The architects have extensive experience in studies but not many completed projects. He likes that they have a staff member for community engagement, thinks something they will need. Project manager has EMT experience which is a plus. Loureiro has built multiple stations and architects also has station experience. He noted that the company seems more focused on rehabs or historic buildings.

Lisa commented that she has worked with woman from the Fulcrum team who does community engagement before and she is great at what she does.

Discussion ensued regarding scoring and how to proceed. All scores are to be submitted to Kathy to be compiled into one score.

Discussion ensued regarding contacting the companies' references. Jane suggested they give Chief Sitar any questions or concerns they would like him to ask while speaking to references. Chief Sitar will email questions he normally asks to the committee and anyone with more questions can reply to Chief Sitar with them.

Reviewed plan going forward. They will open and review the fee envelope at the next meeting.

Other Business

There was no other business.

Adjournment

Meeting adjourned at 6:50 P.M.

Respectfully submitted,

Beth Joslin

Beth Joslin
Office Clerk

Next Meeting Date, Time, Place:

February 9, 2023 at 5:30 PM.
Tilton Town Hall, Downstairs Meeting Room,
257 Main Street, Tilton NH