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

Meeting Called By: 2021 FSBC

Transcribed By: Beth Joslin

Date, Time: 03/30/2022, 5:00 PM

Location: Northfield Town Hall 21 Summer St, Northfield

Call to Order

Kevin Cate called the meeting to order at 5:10 PM.

Attendance

Kevin Waldron, Call Firefighter Matt Auger, Kevin Cate, Tim Sattler, Lisa Martin and Chief Michael Sitar

Meeting Minutes

March 9, 2022 Meeting Minutes

Tim made a motion to accept the minutes of March 9th as written. Matt seconded the motion. Tim commented that his name needed to be corrected in one spot and there was a word missing from the last paragraph. Lisa stated that she would like the design cost removed from the minutes and does not believe they should be speaking publicly regarding the details of the proposals until the contractor is chosen. She would like advice from legal counsel on the matter. Discussion ensued regarding the process. It was decided not to strike the line from the minutes as it was discussed publicly. There being no further discussion, vote was taken. Motion passed.

Old Business

Bidding Process

Lisa asked several questions to get caught up as she started late with the committee.

Lisa discussed standardized design build contracts and how usually the contractors are given criteria with number of points on how they will be scored. Extensive discussion ensued regarding the interview and grading process.

Lisa commented that they cannot get a cost for the project without drawing up plans. Tim expressed concern that they will choose a company without knowing how much the building will cost. Kevin C replied that they would be making a quality-based selection, not cost based. Kevin W expressed concern that they are not choosing based on price. He feels they should design the building then send it to bid. Lisa noted that that is a different process than the design build process they decided on using. Discussion ensued regarding different processes and the amount of control over the build and design.

Lisa stated that they will need an owner's rep to keep the project on track and oversee the project. They will also need special inspection services. Kevin asked what the special inspections were. Lisa replied that it involved checking welds, soil compaction, and concrete testing. Discussion ensued regarding the additional services.

Lisa stated that they should provide the companies with criteria and give them the opportunity to respond with qualifying information but still have questions saved for the interview. Adding that she is trying to follow municipal process, as they need to be able to justify why they chose a company. Tim commented that the district has been through the building proposal process many times and would hate to do anything in the process that would cause the project to be voted down. Discussion ensued regarding the grading process.

<u>Criteria</u>

Discussion ensued regarding what information was given to the companies and how that information was delivered. Tim asked if it could be a problem that they did not advertise that they were looking for bids? Chief Sitar and Lisa both responded that they were not sure.

Kevin C stated that there is no legal requirement to go through a bid process unless it is written in the bylaws and the Fire District has no bylaws on that. Lisa commented there is an RSA somewhere regarding municipal bonds and public funds that requires a bid process if the project is over a certain amount but was not sure if it applied. Chief Sitar stated he could ask their lawyer. Kevin W commented that he doesn't want to get down the road in the process and find out that it is required. Kevin C commented that with all the concerns regarding the process, he recommended stopping where they are, have the Chief Sitar consult with the attorney to find out if there are any requirements to advertise for bids. When they have that information, they will know if they can continue or will need to start over. Discussion ensued regarding bidding

Kevin W stated that they need to make a calendar of deadlines and stick to it.

Kevin C suggested Lisa come up with the criteria as she has experience with it. She can send it to the committee to review and they can follow-up with any questions or suggestions. Lisa suggested that the ranking for project team be split so that the contractor and architect are rated separately.

Kevin asked if contractors usually have an architect on staff or if it would be beneficial if they did. Lisa replied that some do but whether it is beneficial depends on the experience of the architect. They will want to work with one who has experience with fire stations similar to what the district would like to build.

Lisa commented that they would have no criteria for cost because they don't have any plans for them to price. Matt asked if there was any way to judge on some costs. Discussion ensued regarding asking for pricing and rates.

Kevin W asked if there was anything they need to decide before going any further with the process? Giving as an example whether they should tear down the current building at Park Street or build beside it. Lisa commented that that was something that would be decided during the design process. Discussion ensued regarding the options and whether the current building would need to be brought up to code if a new building is attached in any way.

Meeting schedule was discussed.

Lisa asked if they would review and grade the packets on their own and average the scores when they come together. Kevin W stated that he preferred to do it as a group. Discussion ensued regarding grading and what packets people still needed copies of.

Adjournment

Kevin C adjourned the meeting at 7:02 P.M.

Respectfully submitted,

Reth Joslin

Beth Joslin Office Clerk

Next Meeting Date, Time, Place:

April 13, 2022 at 5:00 PM Northfield Town Hall 21 Summer Street, Northfield, NH