

**SCHOOL ROOFING PROJECT COMMITTEE**  
*SPECIAL MEETING MINUTES*

Friday, June 26, 2020  
10:00 AM  
Via Zoom Teleconference

Present: Michael Hornyak; Dennis Donovan; Jack Scherban; William Watkins, Assistant Director of Public Works; Gonzalo Carrion, Director of Buildings & Grounds; Maryann O'Donnell, Superintendent of Schools

Guests: Paul Jorgensen from Silver Petrucelli & Associates

**1. Call to Order**

The meeting was called to order at 10:16 AM.

**2. Approval of Minutes – May 18, 2020**

J. Scherban made a motion, seconded by G. Carrion, to approve the minutes of May 18, 2020 meeting. Motion carried unanimously.

**3. Review and Possible Approval of Invoices**

There were no invoices for approval.

**4. Review of Construction Bids Received**

P. Jorgensen reported that the bids received do not range too far from each other. This indicates that the plan documents were well understood by all who bid. Both of the bids received were well under the project budgets. For both the Joel and Eliot projects, the lowest bidder was The Imperial Company, Restoration Contractor, Inc. (“The Imperial Company”).

P. Jorgensen’s office always looks at the two lowest bidders and follows up to confirm they are capable of delivering on what is stated within the bid documents. P. Jorgensen said the two lowest bidders for each project are well qualified and the bids are sound. It is noted that the second lowest bidders, Silkdown Roofing, Inc. and Greenwood Industries, Inc., were the contractors for the last roofing projects at Joel and Eliot two years ago and all parties were very satisfied with their work.

J. Scherban inquired about The Imperial Company’s qualifications. P. Jorgensen stated that The Imperial Company is a capable and experienced company. They are based in Cromwell and his

office has previously worked with them. The committee discussed the working relationship between architects and contractors as well as the general process for change orders and how that could add to the overall project cost.

M. O'Donnell stated that she had a conversation with Town Manager Karl Kilduff to confirm the process for awarding bids. In addition to confirming that a major disqualifying reason would need to be discovered in order to not accept the lowest bidder, Mr. Kilduff suggested hiring a Clerk of the Works to manage the scope and monitor the quality of work. M. O'Donnell noted that Mr. Kilduff suggested this position regardless of which company was awarded the bid and that she was in agreement with obtaining a Clerk of the Works to oversee both projects.

D. Donovan noted that the Town has used Anthony "Butch" Miconi as Clerk of the Works on many of their projects before, most recently the Morgan sidewalks. W. Watkins stated that for a recent Town project, the actual roofing manufacturer was on site each day. P. Jorgensen noted that some manufacturers provide that service, but not the ones chosen for these projects and an adjustment would require a complete re-bid.

P. Jorgensen explained that if we hire a Clerk of the Works, that person would be on site each day to ensure that the plans are followed, the work being performed is in line with manufacturer requirements to obtain full warranties, and the overall timeline for the project is followed. It is not clear if a bid process is required to obtain a Clerk of the Works or if the expense would be reimbursable. However, the bids could be awarded contingent upon the committee selecting a Clerk of the Works.

## **5. Anticipated Recommendation re: Award of Construction Bids**

J. Scherban made a motion, seconded by W. Watkins to award the construction bids to The Imperial Company for both Joel and Eliot.

Discussion ensued on the wording of the motions to ensure it was properly recorded.

M. O'Donnell made a motion, seconded by J. Scherban, to award the Joel School Roof Replacement project (027-0065 RR) to the lowest bidder, The Imperial Company, Restoration Contractor, Inc., contingent upon hiring a Clerk of the Works, with a base bid of \$1,007,000 and alternate #1 of \$40,000, for a project total of \$1,047,000. Motion carried unanimously.

M. O'Donnell made a motion, seconded by J. Scherban, to award the Eliot School Roof Replacement project (027-0066 RR) to the lowest bidder, The Imperial Company, Restoration Contractor, Inc., contingent upon hiring a Clerk of the Works, with a base bid of \$350,000 and alternate #1 of \$12,000, for a project total of \$362,000. Motion carried unanimously.

## **6. General Discussion**

M. O'Donnell stated that the next process would be to send form letters to the Commission on Human Rights and Opportunities (CHRO) notifying them of the bid award to The Imperial Company. She will also check in with Mr. Kilduff regarding the process to obtain a Clerk of the

Works and will follow up on Monday with information and a possible date for the next meeting.  
P. Jorgensen will confirm the eligibility for reimbursement for the Clerk of the Works position.

## **7. Adjournment**

M. O'Donnell made a motion, seconded by J. Scherban, to adjourn the meeting at 11:25 AM.  
Motion carried unanimously.

Respectfully submitted by Cassie Cannamela