

Westfield Township Board of Trustees

Special Meeting
DS Architects/ Safety Service Building
May 19, 3:00 pm 2018

Trustee Likley called the special meeting to order for purpose meeting with DS Architects and the Safety Service Building process.

Roll Call had Trustee Horner and Likley present. Also present were Sean Barbina, Jeff Meyers, Assist. Chief Mark Williams, Kevin Rych.

Mr. Meyers reviewed the previous step to get where are and the options available moving forward.

- 1). Design, Bid, Build process develops the architectural design to 100%, bid the project and select the lowest bid contractor.
- 2). Design Build process establishes the design to a 40% (+-), selecting a contractor based on qualification scoring who then completes the design to be built with a (GMP) Guaranteed Maximum Price. A bridging architect in the transition is recommended.
- 3). Construction Manager at Risk process again establishes design to a percentage of completion, selects a contractor based on qualification scoring, Criteria Architect and owner would work closer with CMR to complete design with the GMP, presented at set % of design completion. Open book bid process of any sub-contractors for the selection of each.

The Board decision will be need to be made as to the delivery process whether Design Build or Construction Manager at Risk.

Request for qualification (RFQ) will need to be established jointly with DSA and Trustee. This will set the expectations of qualification on scoring process to rate applying contractors. The scoring of contractors will also provide the opportunity to interview any or all applicants.

There would be Pre-Proposal or scope meeting with short list contractors providing the original documents for the first design are at 40% the second set are 10%, these two sets would be available to contractor to identify our expectations of the finished product.

The Request for Proposals (RFP) will have selected contractors provide the completion of the project with (GMP). At this point a contractor would be selected with understood expectations of completed project and guaranteed maximum price.

DSA will provide additional information for the selection decision.

Schedule of construction was discussed whether it is possible to get started this year or by March of 2019. Contractor would have to be selected by this August to hope to break ground by September. The concern of starting this year is having approximately 70% completion by December due to weather concerns, winter construction cost increase. Guaranteed Maximum Price (GMP) will have to take into consideration those cost. March start has material cost concerns that will also be considered in GMP. If a 2018 construction start is expected that

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would also want to be scored in the selection process of a contractor. Initial thought was to expect construction to start March 2019.

DSA would be available to assist to whatever level we would like. No matter the delivery method selected.

So to re-cap;

Board decision of delivery process Design Build or Construction Manager at Risk.

DSA to provide project schedule (time line) to completion with their cost breakdowns as to schedule.

Develop RFQs and scoring rating.

Scoring of applicants to establish short list.

Pre-proposal, scope meeting with short list contractors, identify % of design completion to provide RFP. Specific requirements of equipment and expectations communicated.

RFP from contractors with provided GMP.

Selection of Contractor awarded.

Likley makes a motion to adjourn at 4:30 PM; seconded by Horner. All said aye.

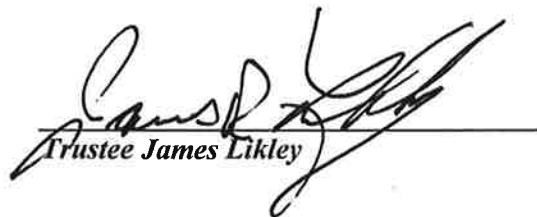
Respectfully submitted by:

James Likley


Date approved: June 4, 2018



Trustee Michael Schmidt, Chair



Trustee James Likley



Trustee Craig Horner