

# CALENDAR HOUSE BUILDING COMMITTEE

October 19, 2016

## Minutes

PAUL CHAMPAGNE, CHAIRMAN, called the meeting to order at 4:31 p.m. at the Calendar House, 388 Pleasant Street, Southington, CT with the following members in attendance: Mark Lovely, Michael Fortier, Paul Shupenko, Mark Sciota, Ralph Warner.

Also in attendance:

Robert Verderame ~ Executive Director

Al Kalvaitis & Dennis Rioux ~ BL Company

Erica Millard ~ KBE

A quorum was determined.

### **3. Approval of Minutes**

Mr. Champagne stated the spelling of the last name of Mary Anne Nessel was incorrect in the Public Communications section of the last meeting minutes.

**Upon a motion made and seconded, minutes were approved, as amended, unanimously on voice vote.**

### **4. Update from Architect**

Mr. Kalvaitis stated the Planning and Zoning Commission approved the plans with slight revisions. Modifications to landscaping will be made to save some existing trees and by connecting the public walkway, which will not exactly line up with cross walk but will save a tree. All other parts of the plan were well received by the PZC. Mr. Sciota gave kudos to BL for giving the best presentation he has ever seen. He stated members of the PZC commented to him on what a great job was done. Mr. Champagne also thanked the entire team for working together cooperatively.

### **5. Update from Construction Manager**

Ms. Millard stated the next step will be phasing the project and she will work with BL on that. Bid packages will go out in January. Mr. Sciota stated information on the grant has been distributed and will be attached to the minutes. There are a number of hoops the town must jump through to abide with the state grant for reimbursement.

### **6. Update from Executive Director**

Mr. Verderame thanked BL and their team for a fantastic presentation last night, he never saw the PZC so enthusiastic. He stated he will be meeting with Al and the team from BL on interior colors and room sizes. He stated at the last meeting they talked about the memorial outside for Mr. Oshana and that it will be moved to the flag area. A video of the finished project was shown. He also stated the Orchard Valley would like to do landscaping around the front entrance and sides.

Mr. Champagne stated as most are aware the town received a \$5 million dollar grant from the State of Connecticut for this project. He stated this money does not mean we can expand the project but will instead defer costs to the taxpayers. We must meet all the requirements outlined by state for reimbursement.

### **7. Public Communications**

*Arthur Cyr, 105 Berlin Avenue, Southington, CT* ~ stated BL set new standards last night for the PZC. This committee has taken PZC presentations to a new level. Watching the video last night, its no wonder it was approved as quickly as it was.

*Steve Dwyer, 27 Jade Circle, Southington, CT* ~ stated his concerns with the pool room. He saw the town received \$5 million more dollars and \$3 million to do research. It is his understanding that it has been axed because we couldn't afford it and it doesn't make any sense to him. Your building looks beautiful on the outside but what's the point if it's inadequate on the inside with a worn out pool table. Mr. Champagne stated these are not the facts. The committee received \$200,000 for a feasibility study. Executive Director, Mr. Verderame and the architect work together to provide specifics for each activity room. Nothing has been taken out yet. Mr. Sciota stated the process is that it will be part of the FFE package (furniture, fixtures and equipment) which has a budget of \$200,000. Everything on this list goes out to bid.

If bids come back under \$200,000 nothing gets cut. Once we know what the bids come in at, then we will figure out what we can get new and what will be reused.

*Tom McCormick, 32 Muir Terrace, Southington, CT* ~ asked what the square footage of the new building will be compared to current one? Mr. Rioux stated the existing building is 13,000 sf and the new building will be 21,000 sf. Mr. McCormick stated there are 15-20 guys that come down to play pool. Mr. Warner stated they need to build the building first and that it is too early right now to take care of a pool table. Mr. Champagne stated the building was reduced by 1,000 sf, mostly to hallways and rooms were not cut down in size unless requested. Minutes of each meeting are available on the town website or members can see Mr. Verderame or Mr. Shupenko for information. Mr. Sciota stated these meetings are open to the public and once the schedule is set when bid packages go out the public is welcome to come speak and give their input.

*Clifford Snow, 143 Debbie Drive, Southington, CT* ~ asked for Mr. Shupenko's name to be added to the letterhead.

#### **8. Approval of Invoices**

*Upon a motion made and seconded, three invoices were unanimously approved on voice vote.*

#### **9. Any other business to come before the Committee**

Mr. Sciota stated meetings will continue to be held once a month on the third Wednesday of the month. Meeting dates are posted on the town website. Our next meeting will be November 16, 2016.

Mr. Rioux stated he was approached by The Observer for a picture of the project. Mr. Sciota stated that is fine, it is a public document.

#### **10. Adjournment**

**Upon a motion made and seconded and voted unanimously on voice vote, meeting adjourned at 5:00 p.m.**

Submitted,

Paul Champagne  
Chairman

## BOND FUND GRANTS

### BIDDING AND CONTRACTING GUIDELINES

#### BIDDING YOUR PROJECT

Purpose: To ensure that a competitive bidding (at least three bidders) takes place AND that Minority/Women's Business Enterprises are encouraged to bid.

#### **A. THE BID PACKAGE** (Instructions to Bidders)

1. The Bid Package that you prepare for your project should include a Notification to Bidders notice regarding your project. Your architect will be the person who is familiar with preparing a bid package for you. There are also a number of web sites that you can explore if your project is a small one and you will not be using an architect.
  - Your Bid Package should clearly state the terms and conditions for bidding on your project including that the "Notification to Bidders" and any forms which you are including be returned with each bid. If they are not, the bid should be rejected.

#### **B. ADVERTISING YOUR PROJECT**

1. You must run a notice in the Public Notices section of a newspaper with statewide circulation (usually The Hartford Courant). The ad must end with the following statement:

"An Affirmative Action/Equal Opportunity Employer. Minority/Women's business Enterprises are encouraged to apply."

**The Commission on Human Rights and Opportunities (CHRO)** recommends that when you place your advertisement in the newspaper that you include the following language:

*The contractor who is selected to perform this State project must comply with C.G.S. 4a-60, 4a-60a, 4a-60g, and 46a-68b through 46a-68f, inclusive. An Affirmative Action Plan must be filed with and approved by the Commission on Human Rights and Opportunities prior to the commencement of construction.*

*The contractor shall be required to make best good faith efforts to place not less than twenty-five (25%) percent of the subcontracts to be awarded by the general contractor with eligible contractors holding current certification from the Connecticut Department of Administrative Services ("DAS") under the provisions of Connecticut General Statutes Section 4a-60g. (25% of the work with DAS certified Small and Minority owned business(s) and of that work, 25% subcontracted with DAS certified Minority, Women and/or Disabled owned businesses.)*

If you should have any questions on the above language please contact Alvin Bingham at CHRO at 860 541-4709, email: [Alvin.bingham@ct.gov](mailto:Alvin.bingham@ct.gov)

2. You may substitute one of the following for the newspaper:
  - Dodge Reports – now part of McGraw-Hill Dodge (800 393-6343, [http://construction.com/DodgeLeadsByState/?target=PMC Brand&utm\\_term=dodge%20reports&utm\\_campaign=PMC Brand&utm\\_source=google&utm\\_medium=cpc&gclid=COH2q5eqtccCFcQUHwodiU8Nrg](http://construction.com/DodgeLeadsByState/?target=PMC%20Brand&utm_term=dodge%20reports&utm_campaign=PMC%20Brand&utm_source=google&utm_medium=cpc&gclid=COH2q5eqtccCFcQUHwodiU8Nrg))
  - Connecticut Bid Network website: <http://www.connecticutbids.com>

Revised 11/30/15

Bids may also be solicited by telephone or letter, however, a public notices is still required and the notice must run for at least two (2) days.

### **C. MINORITY/WOMEN CONTRACTORS**

1. Your agency needs to provide good faith efforts to opportunities to minority/women's businesses enterprises, in that effort, please note the following Connecticut General Statutes:
  - a) In accordance with administrative regulations issued by the Connecticut Commission on Human Rights and Opportunities, the Department of Mental Health and Addiction Services' Bond Fund grantees and their general contractors are required to implement Connecticut General Statutes (CGS) Title 4a, Chapter 58, Sec. 4a-60a – 4-60g ... "to make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on ... projects."
2. **Federal Financing (HUD, CDBG, etc.)**
  - a. If your project is funded from multiple sources such that includes Federal funding, please note that Federal funding carries its own Minority/Women's contracting requirements. You must comply with those requirements. The granting sources will generally provide those instructions to you.
  - b. Minority Set-Asides - You may wish to designate a percentage of the work or set aside a certain trade for Minority/Women contractors. Consult your architect or call the Connecticut Department of Administrative Services for assistance, J. Carlos Velez, Program Director, (860) 713-5236.  
<http://das.ct.gov/cr1.aspx?page=34>

### **D. BID BONDS/CERTIFIED CHECKS**

1. Municipalities
  - a. Municipalities must require bid bonds (5% minimum) for contracts exceeding \$50,000 or subcontracts exceeding \$50,000 (C.G.S. 49-41).
  - b. Municipalities must require a Performance Bond for contracts exceeding \$25,000 or a subcontract exceeding \$50,000 (C.G.S. 49-41).
  - c. Municipalities must require a Labor & Material Payment Bond for contracts exceeding \$100,000.
  - d. If a construction manager is employed, each subcontract exceeding \$100,000 shall be bonded or a certified check required.
2. Private Non-Profit Projects
  - a. Where the general contract exceeds \$100,000, the grantee shall require bid bonds or certified checks from the general contractor. If a construction manager is employed, each subcontract exceeding \$100,000 shall be bonded or a certified check required.
  - b. When the contract is less than \$100,000, the grantee shall negotiate a payment schedule, which, after an initial payment, will ensure that the grantee has fixed assets equal to subsequent payments.
  - c. It is important to secure lien waivers if subcontractors are employed. Consult your architect.
  - d. Written notification to DMHAS must be provided in order to meet these requirements for contracts less than \$100,000.

\*There are a number of web sites to check out if you do not understand what bid bonds are. It is the grantees responsibility to be cognizant of bids bonds.  
<http://acpatl.com/what-is-the-difference-between-a-bid-bond-a-performance-bond-and-a-payment-bond/>

**E. INSURANCE**

1. Contractor's Certificate of Insurance is required. The grantee is responsible for ensuring that the levels are adequate.
2. Builder's Risk Insurance should be obtained either through the general contractor or grantee's agent.
3. Your **Liability Insurance** should be checked, especially if clients will be receiving services at the facility while construction is taking place. The grantee should ensure the existing coverage is adequate. If not, secure a rider.

**F. WAGE RATES**

1. Municipal grantees shall pay the prevailing wage rates on projects: (a) where the total cost of all work to be performed by all contractors and subcontractors in connection with **new construction is \$400,000 or more; and (b) where the total cost of all contractors and subcontractors for remodeling, refurbishing, rehabilitation or repair is \$100,000 or more (C.G.S. 31-53)**. The State Department of Labor, Wage Information (860 263-6285 or 263-6790) can assist you in determining the prevailing wage rate. <http://www.ctdol.state.ct.us/wgwkstnd/prevailing-rates/PrevailingWageGuide/index.htm>
2. Private non-profit agencies do not have to pay prevailing wage rates.
3. Where federal funds are involved Davis-Bacon Act rates apply. Consult funding source.

**G. PREQUALIFYING BIDDERS**

It is permissible to use AIA form A305, **Contractor's Qualification Statement**, as a prerequisite to bidding, **PROVIDED** prequalification does not prevent minority/women owned firms from bidding. Consult your architect.

**H. CONSTRUCTION MANAGERS IN PLACE OF GENERAL CONTRACTORS**

You may employ a construction manager, but, if this is done, **each subcontract** must be bid employing the same procedures outlined above with a minimum of three bids for each subcontractor, advertising for each and compliance with minority regulations.

**I. DOCUMENTS TO BE FORWARDED TO DMHAS AT COMPLETION OF BIDDING**

1. A list of the bidders on your project and a copy of your agreement with the selected lowest qualified bidder. Explain how he/she was selected and (if applicable) the selection process for the general contractor. You must retain copies of each bid on file for review by the Central Contracts Unit at the Department of Mental Health and Addiction Services (CCU/DMHAS) and their auditors.
2. Signed copies of your Notification to Bidders.
3. Copies of the bid bonds/certified checks from the three lowest bidders.
4. Copies of advertisements soliciting bids or certificates from newspapers.
5. Copy of Award Letter to lowest qualified Bidder

**J. SELECTING THE GENERAL CONTRACTOR**

1. Lowest Responsible and Qualified Bidder

a. Competitive Bidding

The grantee will give full opportunity for free, open and competitive bidding for each contract to be let by it calling for installation, construction, reconstruction, demolition, removal, site improvement work,

or other similar work, as a part of the program, or for use on the program; will give such publicity to its advertisements or calls for bids for each such contract and will provide adequate competition; and the award of each such contract, when made, will be made by it as soon as practicable to the lowest responsible and qualified bidder. As used in this section "lowest responsible and qualified bidder" means the bidder whose bid is the lowest of those bidders possessing the skill, ability and integrity necessary to faithfully perform the work.

Should the grantee reject the lowest bidder as not responsible and/or not qualified, the grantee shall immediately notify CCU/DMHAS in writing of the reasons for the rejection and request the Central Contracts Unit at the Department of Mental Health and Addiction Services' concurrence. The Commissioner of CCU/DMHAS shall at his/her discretion either approve or deny the grantee's rejection. By acceptance of this contract, the grantee agrees to hold CCU/DMHAS harmless from any and all claims by rejected bidders.

- b. In the event that the grantee does not believe the lowest bidder, as defined in (a) above, to be responsible and qualified, the grantee will notify CCU/DMHAS in requesting the Department's concurrence in its choice before executing the general contract.
- c. In the event that there are less than three bidders, the grantee shall inform the Department and request instructions.

2. Performance, Labor and Material Payment Bonds

a. Municipal Projects

Municipal Projects where the general contract exceeds \$25,000 or a subcontract exceeds \$50,000 must require bonds (CGS 49-41).

b. Private Non-Profits

Private non-profits must require bonds where construction/renovation contracts exceed \$100,000.

K. DOCUMENTS TO BE FORWARDED TO CCU/DMHAS ONCE THE GENERAL CONTRACT HAS BEEN EXECUTED

- 1. One copy of executed contract and grantee's authority to execute (Board Resolution, minutes, etc.)
- 2. Copy of Performance, Labor and Material Payment Bond and Power of Attorney for Surety (unless under \$100,000);
- 3. Certificate of Insurance from general contractor covering liability and workman's compensation.

L. GRANTEE RESPONSIBILITY AND SAFEGUARDS

The Department does not review any of the documents submitted to it for technical correctness, whether they be legal or architectural. It is the responsibility of the grantee, its architect and its attorney to assure the documents are correct and where necessary protect the grantee and the State of Connecticut from any and all claims. Your attention is called to the final page of the Department's Contract Request (contract with grantee) which states:

The grantee will comply with all relevant Local, State and Federal regulations, and comply with all standard contracting practices to safeguard the interests of the grantee and the State including, but not limited to, contractor performance security, insurance, permits and inspections and the provisions of the funding restrictions to this contract.

M. MISCELLANEOUS

- 1. Change Orders

Revised 11/30/15

The Department does not approve or disapprove change orders. If the change order is within the scope of the work approved by the Bond Commission (see agenda item in your CCU/DMHAS Contract) and funding is available (additional CCU/DMHAS funds cannot be requested to allow for change orders) the grantee may approve change orders. **Change orders can increase the cost of your project, please review them carefully.** Your contract with CCU/DMHAS does provide for additional funding to you should your project costs exceed your CCU/DMHAS contractual amount.

2. Site Signs

Where the State grant is \$150,000 or more, the grantee shall erect a suitable sign attributing funding to State of Connecticut, Dannel P. Malloy, Governor, Department of Mental Health and Addiction Services, Miriam Delphin-Rittmon, Ph. D., Commissioner. (See sample on next page)

3. CCU/DMHAS bonding grants contact staff:

Megan Sopelak Program Manager Department of Mental Health and Addiction Services, Central Contracts Unit 410 Capitol Avenue 4 <sup>th</sup> Floor Hartford, CT 06134 Tel: (860) 418-6838 email: megan.sopelak@ct.gov	Amy Lopez Grants and Contracts Specialist Department of Mental Health and Addiction Services, Central Contracts Unit 410 Capitol Avenue 4 <sup>th</sup> Floor Hartford, CT 06134 Tel: (860) 418-6927 email: amy.lopez@ct.gov
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# The Community Renewal Team, Inc.

THANKS

## THE STATE OF CONNECTICUT

DEPARTMENT OF MENTAL HEALTH AND  
ADDICTION SERVICES  
COMMISSIONER

MIRIAM DELPHIN-RITTMON, PH. D.

GOVERNOR  
STATE OF CONNECTICUT  
DANNEL P. MALLOY

ROOFING REPAIRS – CHILD DAY CARE  
CENTERS

THE COMMUNITY RENEWAL TEAM  
555 WINDSOR ST. HARTFORD, CT 06120

PROJECT NO. 6100-01-0150

Contractor: Allied Restoration Corporation