

Minutes of the meeting of the CICA Housing Committee, Sunday March 20 , 2011 at 7:15 at the Parish House

Present: Donna Damon, Bob Earnest, Deb Hall, Beth Howe, Ruth Slagle, John Wilson

Rather than describing the meeting, I have summarized the discussion. Also I have included notes from the meeting that Bob, John and I had with Norm Fecteau and Liza Fleming-Ives that went over these same issues. Beth

Housing Committee Decision Considerations for Bids for 41-4 School House Road, Chebeague Island

Bids will generally be sought from providers both on and off Chebeague Island. Island companies will be favored as long as quotes for the work are similar to or only slightly higher than those from off-island.

In some cases, there are long-standing, routine procedures for having work done on the island by a single contractor.

RFQs and Contracts

Competitive Bidding

General Contractor: Discussions in process

Responsible for coordinating the construction activities such as planning material deliveries including choice of barging company, monitoring schedules, budget and overall progress. The GC will be responsible for the quality and administration of the work. Hourly rate not to exceed \$xxx.

M. Dyer, D. Ross. yes

Tree Cutting:

Cutting, disposal of stumps (not allowed in the TOCI brush dump), disposal of trees and brush.

Varney, Affordable Treeworks yes
 Marking of trees to be cut Do ourselves
 Barging stumps off vs grinding them up yes no

Excavation:

Site grading, driveway, septic system and digging and backfilling foundation hole.

Designs and specs for road, foundation and grading: Whitten
 Sitework: W. Dyer, Dugas, Anderson yes

Foundation:

Poured or ICF? Consulting Whitten

If ICF, contract to lay the forms	yes	no
Concrete mixer: pouring concrete	yes	no

Septic system

Design		yes
Frick, Sweet		

Well:

Drilling is normally arranged through the island plumber.		
He brings out his drilling rig when there are enough customers.		
He arranges the barging for this.		no

Building:

Have chosen Keiser from 2 bids		yes
Putting the building together:		no
Keiser does this		
Finishing work: Project Manager		no
Electrical connections:		
Boehm, Pelton, Landry		yes
Plumbing connections:		
Johnson, ???		yes
Appliances:		yes
Agren, Gedeman		
Painting:		
Vining, Howard, Profeno or do this ourselves		yes

Landscaping:

Abrahamson, Whetham, or do this ourselves		yes
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Barging:

Chebeague is served by three barging companies from Portland and Yarmouth. They differ in island/non-island ownership, size of barges and flexibility of schedules. Two charge per vehicle loaded on the barge. One charges for the whole barge, whether full or not. It will be the responsibility of the Project manager to arrange barging for each task based on the rate most favorable for that.

Summary of Meeting of Beth, John and Bob with Norm Fecteau of MSHA and Liza Fleming-Ives of Genesis Tuesday March 22, 2011 at 8:00 in Brunswick

The group worked through the RFPs and contracts that MSHA expects for the project. Bob summarized the principles that these documents should make expectations clear to contractors and reduce the need for change orders as the project proceeds. In addition Norm said that MSHA encourages competitive bidding for as many subcontracts as possible but is willing to make exceptions if the reasons are explained. They would be willing to accept a bid that is not the lowest if it is an island provider, but it must be within a reasonable range. CICA must

provide the specs for the bids to MSHA for review before they are put out to bid. Once the bids have been received, reviewed and accepted, then there will be a formal closing between CICA and MSHA on the project.

Project Manager: We are talking to two builders to do this [since the meeting this has gone up to three because Bob wants to make a bid]. This is the person who will make sure that subcontractors are arranged for the various tasks in sequence and that all tasks are completed. The CICA group will work closely with this person.

Foundation: MSHA encourages basements for storage and utilities. If water or ledge are issues, a crawl space deep enough for the utilities (4-5 feet). Bob said we may be able to get a foundation plan from Keiser. The plan must make clear what electrical and plumbing elements are in the basement/crawl space area.

ICFs are ok for the foundation. We need to be specific about how the foundation would be protected on the outside above grade. Bob said he would expect cement board above grade and waterproofing below grade. Inside the polystyrene could burn and needs to be covered. It could be sprayed with some material but it also needs to be protected from impact with something like drywall.

A foundation drain plan is needed

An insulation plan is needed.

Passive radon venting is required – crushed stone below the slab. If radon turns out to be an issue, it is important to have the capacity to install a powered fan in the attic.

Grading: No grading plan is required for the whole site, though drainage must be taken into account.

Driveway: Gravel top surface is ok. 12 inch minimum base with fabric underneath.

Landscaping: Don't need to have a detailed plan but should set aside an allowance for this. CICA could do the landscaping.

Septic System: We will get a design costs from Frick and Sweet. It should be a simple septic system.

Well: This is usually arranged through Beverly and the well driller comes when there are enough jobs on the list.

Heating system: Do we need a chimney? No, will probably have vents.

Accounting: MSHA prefers to have much of the costs paid by them directly. The PM will send requisitions to MSHA by a specific date each month and MSHA will pay them. CICA puts any cash that is in its matching amount in up front

Overall the project is expected to have competitive bids for the project manager, tree clearing, excavation/driveway/septic system, plumbing, electrical work, appliances and maybe landscaping and painting.

There will not be competitive bidding for the barging. Bob explained that different barge companies have different pricing systems and that for each specific barging tasks one barging company's rate will be better than another. This decision will be made by the PM. Well drilling will not be by competitive bid.