

**Town of Plainfield  
Special Select Board Meeting  
February 19, 2020  
Draft Minutes**

**PRESENT:** James Volz (Select Board Member), Alexandra Thayer (Select Board Chair), Tammy Farnham (Select Board Member), Linda Wells (Town Clerk/Treasurer), Alice Merrill (Town Grants Administrator), Ross Gouin (VTRANS, by phone), and Peter Youngbaer (Plainfield Co-op).

**Alexandra Thayer called the Select Board meeting to order at 7:30am.**

**AGENDA**

- Review Agenda
- Public Comment/Announcements
- Pedestrian Bridge Project, including:
  - Review of Project, Upcoming Bid Return Dates for Supervising Engineer, Construction Contract
  - Review of Grants for Project and Status of Expenditures to Date
  - Review of Process Relating to Bids for Supervising Engineer Contract, including Bid Review and Recommendation Committee
  - Review of Process For Construction Bids, including Required Engineering and VTRANS Review
  - Determine Whether to Extend Bid Response Date for Construction Bids
  - Extension of Construction
  - Hiring Project Manager Due to Pat Travers' Employment with Another Firm
  - Set Dates for Bid Openings, Select Board Meetings to Confirm which Bids to Accept
- Other Business
- Adjourn

**PEDESTRIAN BRIDGE PROJECT, INCLUDING:**

- **REVIEW OF PROJECT, UPCOMING BID RETURN DATES FOR SUPERVISING ENGINEER, CONSTRUCTION CONTRACT**
- **REVIEW OF GRANTS FOR PROJECT AND STATUS OF EXPENDITURES TO DATE**
- **REVIEW OF PROCESS RELATING TO BIDS FOR SUPERVISING ENGINEER CONTRACT, INCLUDING BID REVIEW AND RECOMMENDATION COMMITTEE**
- **REVIEW OF PROCESS FOR CONSTRUCTION BIDS, INCLUDING REQUIRED ENGINEERING AND VTRANS REVIEW**
- **DETERMINE WHETHER TO EXTEND BID RESPONSE DATE FOR CONSTRUCTION BIDS**
- **EXTENSION OF CONSTRUCTION**
- **HIRING PROJECT MANAGER DUE TO PAT TRAVERS' EMPLOYMENT WITH ANOTHER FIRM**
- **SET DATES FOR BID OPENINGS, SELECT BOARD MEETINGS TO CONFIRM WHICH BIDS TO ACCEPT**
- Thayer stated that Pedestrian Bridge Project Manager Pat Travers has left his position at Sterling Management, however, he did attend the pre-bid meeting where a question was raised as to whether there should be an extension in the time allotted for bid responses to be received. Town Grant Administrator Alice Merrill reported that VTRANS has forwarded pre-bid questions to Andrea Day, the engineer from the Dufresne Group who is handling the construction part of the project. Day will take some time in responding because contractors' bids will be based upon some of the

answers to those questions. Day had noted to Merrill that VTRANS Project Supervisor Ross Gouin wanted to delay the process by one week and that there would be two addenda to the bid. Because Merrill did not hear this directly from Gouin, it was decided that Gouin be brought into the conversation by phone. Merrill distributed information to the Select Board while Thayer connected Gouin into the meeting by phone. Gouin explained that Day is waiting for responses to some of the questions from the structural engineer and, in the meantime, is drafting addendum one. Once both addenda are posted, bids cannot be opened for at least five days, which will allow time for prospective contractors to refabricate their bids. Stating that it was not necessary to re-advertise in the newspaper, Gouin recommended that the addenda be posted on the Town's website and that it refer any questions contractors might have regarding these addenda to the Dufresne Group. Gouin confirmed that the electronic bids received by the deadline for the managing engineer need not be formally opened, but rather should be forwarded to Merrill who will then forward them to the selection committee. Any that are received past the deadline should be rejected. The phone call with Gouin was concluded. Merrill noted that she is the one who will be coordinating the bid and selection committee process until a local project manager is hired. The new deadline for receipt of construction bids is 2/28/20 and bidders will need to be notified of the results within three weeks. Merrill outlined the process following receipt of construction bids, which, after opening, will be forwarded to Day for analysis. The information will then sent on to VTRANS, with the Town obliged to give the construction award to the lowest bidder.

- The request for proposals for construction inspection services has already gone out and the bids, each comprising two files—a technical proposal and a cost proposal—will be sent to Pat Travers via email. Travers will forward them to Town Clerk/Treasurer Linda Wells who will then forward them to Merrill. Merrill will forward only the technical proposals to the selection committee to evaluate, and after it makes its recommendations, the selection committee will be sent the cost proposals. If the costs for each bid fall within the range that VTRANS expects such work to cost, the selection committee can choose the bid that it has ranked the highest. If there is a discrepancy in what the project should cost, a different process will need to be followed. If there is no discrepancy, Merrill will notify the Select Board and VTRANS which of the bids was ranked highest along with a summary of the process. VTRANS will draft a contract, which the Select Board will review and approve, and the construction inspection person can be hired.
- Regarding the process of hiring the municipal project manager or local project manager who is the replacement for Pat Travers, Merrill stated that Gouin suggested using the “At the Ready” service offered through VTRANS’s website, which lists several pre-screened firms that meet the qualifications for municipal project management. None of the firms listed that have submitted bids for the other positions can be considered. The hiring committee will be made up of the same people who are on the committee to select the construction inspection services engineer. It will rank no fewer than three of the eligible firms using a municipal consultant selection form and choose its top choice. The top choice will be asked to submit a proposal to ensure that the time, duration, and cost of the project has been negotiated to both party’s satisfaction. The consultant will then prepare a scope of work and fees associated with the project, which then gets sent on to VTRANS. In a follow-up call to Gouin, it was determined that there was no need to extend the time for the construction services engineer contract. **Tammy Farnham made a motion to authorize Linda Wells to open the construction inspection services bids on 2/21/20 at noon. The motion was approved.** Immediately following, **Farnham made a motion for Wells to forward by email to Alice Merrill the construction bids from contractors, which Merrill will open on 2/28/20 at 3:00pm. The motion was approved.**
- Thayer wanted the Select Board to be aware of the likelihood that the limit of \$100,000 that VTRANS will reimburse the Town for engineering work will be exceeded, resulting in the Town being

responsible for anything over that figure. Wells estimated that the engineering costs thus far submitted will be about \$3,000 over the limit. This does not include the need to pay for reviewing bids, which Andrea Day from the Dufresne Group has agreed to perform at a cost. Discussion followed regarding why the project cost overages occurred. Merrill advised that Gouin should be consulted about any questions regarding changes to the project that caused the cost overages. **Volz made a motion to extend the time for receiving construction bids to 2/28/20 at 3:00pm. The motion was approved.**

- Thayer stated that there is no resource at Sterling Management to continue engineering work for the project because of internal aspects occurring within the firm. While there is no contract with the firm obligating the Town to continue working with Sterling Management, Thayer suggested sending a letter thanking it for its service and letting it know that the Town will be looking elsewhere for the local project management work. Volz suggested that the letter should reference that the Town had worked with Pat Travers, who is no longer with Sterling Management, and the Town is now terminating its relationship with the firm. **Farnham made a motion authorizing Thayer to send a letter to Sterling Management terminating the Town's relationship with the firm. The motion was approved.** Immediately following, **Farnham made a motion to authorize Alice Merrill to facilitate the selection committee's process of hiring a construction service inspector and a municipal project manager. The motion was approved.** Thayer noted that payment of Merrill's services to perform the above is not in the budget, which will need to be factored into the project cost.
- Peter Youngbaer, the new general manager at the Plainfield Co-op, was present. A brief discussion followed regarding the need for larger vehicles to be able to cross the bridge once project construction is underway.

#### **OTHER BUSINESS**

- **Volz made a motion to approve warrants from 2/14/20 and 2/18/20. The motion was approved.**

#### **ADJOURN**

- **Volz made a motion to adjourn at 8:33am. The motion was approved.**

Respectfully submitted by Cindy Wyckoff