

CHARGE  
PUBLIC WORKS FACILITY  
BUILDING COMMITTEE

**Resolved:**

That a committee, the “PUBLIC WORKS FACILITY BUILDING COMMITTEE” (the Building Committee), consisting of up to seven (7) members is hereby established. The Town Manager and Director of Public Works shall serve as ex officio members without vote but rights of participation, and further

**Resolved:**

The Building Committee is charged with seeking a renovated and expanded Public Works complex located on Southwood Drive in Bloomfield CT. The overriding objective of the project is to effectively, economically and responsibly maximize space, correct and improve building, regulatory and site deficiencies in order to provide the most benefit to Town functions.

**Terms of Members; vacancies:**

The terms of members shall be indefinite, but be terminated by the Mayor with the acceptance by the Town Council of the project or the abandonment of such project by the Town Council, whichever is earlier. Vacancies may be determined by the Mayor at his/her discretion, giving regard to the status of the project and the members remaining on the committee.

**Officers; records:**

The Building Committee shall elect a chairman and a secretary from its membership and shall keep a public record of its activities and insure that minutes are approved and filed with the Town Clerk.

**Building Project Procedure**

- a. The Building Committee will define the scope and budget of the project in order to provide an efficient and effective facility and complex that will serve the functional needs of the Town’s public works operations. In doing so, the Building Committee will familiarize itself with the authorizing referendum and the plans and cost estimates previously prepared by Weston and Sampson Engineers, Inc.
- b. The Building Committee shall determine whether the Town shall continue with the existing design firm or solicit proposals for a new design firm for the project. Any selection of a new design firm shall be through a formal competitive process as specified in the Town’s procurement policy and procedures. In that event, the Building Committee, after reviewing proposals received and interviewing the finalists, will recommend to the Town Manager a design firm to be retained by the Town.

- c. The Building Committee shall update, revise and develop as necessary the preliminary plans. The Building Committee shall work with the architects and/or engineers on the preparation of the preliminary plans. In doing so, it shall consult with the building departments, occupants and users, and develop additional plans as warranted.
- d. The Building Committee, with the help of the retained design firm, and after conferring with the town departments and users of the building, shall provide appropriate sketches, schematics and detailed cost estimates of the project and its components necessary for presentation and acceptance by the Town Council.
- e. Following Council's authorization in whole or in part, and/or passage of an authorizing referendum to proceed with construction of the project, the Building Committee will be charged with asking the Town Manager to seek construction services and overseeing such construction to completion.
- f. The Building Committee, with the assistance of the retained design firm, shall prepare final plans, cost estimates, and project specifications.
- g. The Building Committee shall request that the Town secure formal competitive bids through the Town's Purchasing and Risk Manager for construction of the project, in conformance with the Town's procurement practices and policies. Upon acceptance of a bid, the Building Committee shall notify the Town Manager to recommend executing appropriate contracts to accomplish such construction.
- h. The Town Manager or his designee shall serve as the Building Committee's agent in supervising the construction, meeting with the Architect, engineer, contractor and Building Committee when necessary. The Town Manager shall be authorized to approve change orders and disbursement within the project budget or as approved by the Building Committee. The Town Manager shall be authorized to approve contract payments upon certification by the architect that, based on on-site observation, the work and changes are in accordance the contract documents.
- i. If the Building Committee determines that consultant services for project management or coordination are needed, and the approved budget allows for such service, it shall, after solicitation of competitive proposals by the Town, interview qualified project managers and recommend a project manager to the Town Manager, who may execute a contract with the selected project manager. If project management services are deemed unnecessary, the Building Committee may authorize the Town Manager to appoint a clerk of the works to furnish project supervision and oversee the day-to-day operation of the construction, provided that the approved project budget allows for such a position. The clerk of the works and/or project manager shall attend all meetings of the Building Committee, including job meetings, meetings of the full committee and joint meetings between the Building Committee and any other elected or appointed Boards. Any minutes of job meetings shall be distributed and copies of the bid specifications and construction contract(s) shall be made available to Building Committee members.

- j. The Building Committee shall be authorized to administer the project within the financial constraints of the project budget of \$11,433,000\*. If an emergency or extraordinary situation arises which requires a modification or change in the contract which does not affect the financial constraints of the budget, the Town Manager may certify that an emergency or extraordinary situation exists. Emergencies are situations in which the project would be seriously hampered or in which public peace, health and safety are seriously threatened. “Extraordinary conditions” are defined as conditions that are not known until after an operation has begun and that required unanticipated parts, equipment or materials to complete the operation. Prompt written notification of such situations should be brought to the Town Manager’s attention.
- k. If the Building Committee determines that additional funds are needed above the project budget of \$11,433,000, it must refer the request to the Town Council for review and approval. When a request for additional funding is made to the Town Council, an accounting of the financial receipts, commitments and expenditures to date must accompany the request. Any contract or change order requiring an increase in cost(s) above the project budget or original construction contract shall not be authorized absent the approval of the Director of Finance as to the availability of funds.
- l. After construction has been completed to the satisfaction of the Building Committee, as-built plans for the project have been received from the design firm and the building tenants asked for its comments, the Building Committee shall refer the facility to the Town Council for acceptance with a report on the status of the facility and comments of the town departments together with any applicable warranties, guarantees, service manuals, surety bonds, original drawings as-built drawings, clerk of the works’ work log, etc. When the project has been fully and satisfactorily completed and a final report has been received from the Building Committee’s Chairperson and the project has been accepted by the Building Committee and the Town Council and the Building Committee has been dismissed, after all outstanding bills have been paid and the Town’s independent annual audit has been completed, all unexpended balances in the project’s funds shall be redistributed in accordance with legal and bonding requirements.

\*Project budget is net of costs to finance November 2016 referendum projects.