

MINUTES

**VILLAGE OF LUDLOW
BOARD OF TRUSTEES**

**SPECIAL MEETING MINUTES
THURSDAY, JULY 18, 2019**

Board Members Present:

David Rose, Acting Chair	Robert Gilmore (via phone)	Earl Washburn
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Staff Present:

Scott Murphy		
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Others Present:

Jason Booth, Aldrich & Elliot		
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Call to Order:

- a. David Rose called the Special Meeting of the Village Trustees to order at 5:30 am.

Review & Possibly Award Wastewater Treatment Facility Upgrade Bid:

- a. David Rose said the purpose of the special meeting was to review the bid results from the June 27, 2019 bid opening and possibly award a contract for the wastewater treatment facility upgrade.
- b. Jason Booth said the low bidder is Naylor & Breen Builders of Brandon, VT with a base bid of \$1,933,497.
- c. David Rose said the board wanted to know if there have been any concerns from past projects that Naylor & Breen had done.
- d. Jason said he checked all references and checked with the bond bank and found no issues.
- e. Jason Booth said Aldrich & Elliot's recommendation is to award the bid to Naylor & Breen in the amount of \$1,933,497 and to include three additional bid alternatives:
 - Alternative 1: Secondary Clarifier & No. 3 cover = \$90,000
 - Alternative 2: Influent pumping building lightening protection = \$15,000
 - Alternative 3: Control building fire alarm system = \$12,000
- f. Jason Booth said the total of additional bid alternatives is \$117,000.
- g. David Rose asked if these bid alternatives were offered to all bidders and not just to Naylor & Breen.
- h. Jason Booth said yes, they made sure it was bid competitively.
- i. Jason Booth said the total contract amount including bid alternatives is \$2,050,497. He said to that amount a 5% construction contingency would bring the estimated total cost of the project to \$2,638,454, which is still below the approved bond amount of \$2,950,00.

Wastewater Treatment Facility Upgrade - Contract	
WWTF Base Contract	\$1,933,497
Alternative 1 – Secondary clarifier & no. 3 cover	\$ 90,000
Alternative 2 – Influent pumping building lightening protection	\$ 15,000
Alternative 3 – Control building fire alarm system	\$ 12,000
Total WWTF Contract w/ alternatives	\$2,050,497
Estimated cost with 5% contingency	\$2,638,454

- j. David Rose asked about the penalty phase of the contract. He expressed his concern from the water project which took an extra season and we had to pay for the engineers.
- k. Jason Booth said the penalty is supposed to cover the cost outlay and there are two ways to deal with it. He said we can pay the costs and seek reimbursement, or the contractor pays.
- l. David Rose asked what the mobilization timing would be if we awarded the contract toay.
- m. Jason Booth said there would be a pre-construction meeting on Monday and the Notice to Proceed starts the clock. He said the mobilization would take place by mid-August at which time they would start the excavation and concrete work and have the building dried in by the fall. Jason said Naylor & Breen does all of their own concrete work onsite, with no subs.
- n. David Rose asked if the clarifiers would be replaced this fall.
- o. Jason said they would not do the clarifiers until early spring.
- p. David Rose said they will need to consider the high-flows in the spring.
- q. David Rose asked about the permits.
- r. Scott Murphy said he hasn't heard anything yet and it is a matter of process.
- s. Robert Gilmore asked if Naylor & Breen has ever been penalized in the past.
- t. Jason Booth said he cannot say for certain, but explained that the bonding is intact so were probably no issues. He said Naylor & Breen has a good reputation.
- u. **MOTION by Earl Washburn and seconded by Robert Gilmore to award the wastewater treatment facility upgrade contract to Naylor & Breen for a total contract price of \$2,050,497, which includes the Alternative 1: secondary clarifier no. 3 cover for \$90,000; Alternative -2: Influent pumping building lightening protection for \$15,000; and Alternative 3: Control building fire alarm system for \$12,000. All in favor and the motion passed.**
- v. Jason Booth said it would be worthwhile to authorize Scott Murphy to execute documents, requisitions and change orders. He said there will also be a pre-construction project on Monday.
- w. **MOTION by Robert Gilmore and seconded by Earl Washburn to authorize Scott Murphy to act as the representative for the Village of Ludlow for the wastewater treatment facility upgrade project. All in favor and the motion passed.**

Adjourn:

- a. **MOTION to adjourn by Earl Washburn and seconded by Robert Gilmore. All in favor and the motion passed.**
- b. Meeting was adjourned at 5:44 pm.

July 18, 2019

Respectfully submitted,

Pam Cruickshank
Recording Secretary

Robert Gilmore

David Rose

Earl Washburn