

ROCHE

INCORPORATED

General Contractors | Construction Management

Meeting Minutes

Job: 22-10 Repairs & Improvements to RRC
Location: 195 Danbury Road
 Ridgefield, CT 06877

Meeting: Owner/Architect/GC # 6
Date: 1/9/18
Start Time: 3:30

Open Date

Attendees

Attended

- | | |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Paul Roche (Ridgefield Recreation Center) | <input checked="" type="checkbox"/> Phil Kearns (Ridgefield Recreation Center) |
| <input type="checkbox"/> Paul Payne (Ridgefield Recreation Center) | <input checked="" type="checkbox"/> David Thaxter (Ridgefield Recreation Center) |
| <input type="checkbox"/> Carl Lecher (Ridgefield Recreation Center) | <input checked="" type="checkbox"/> Gerald D. Roche (Roche Incorporated) |
| <input checked="" type="checkbox"/> Rick A. Zini (Doyle Coffin Architecture, LLC) | <input checked="" type="checkbox"/> Jayne Byrnes (Ridgefield Recreation Center) |
| <input type="checkbox"/> Peter T. Coffin (Doyle Coffin Architecture, LLC) | <input checked="" type="checkbox"/> Barbara Dobbin (Ridgefield Recreation Center) |

Item	Description	Responsible	Open Date	Closed
Old Business				
1-2	Scope of Work		9/25/2017	<input type="checkbox"/>
	Discussion of possible revised scope of work based upon funded project.			
	10-16-17 Project team discussed a reduced scope and the implications of budget and work that can be planned out to meet the goals of the Parks and Rec Dept for the Rec Center Renovations.			
	11-13-17 RI to define area scopes with DCA and send out for preliminary bids.			
	12-7-17 Project will be designed and go to bid with two (2) phases and three (3) alternates.			
	1-9-18 Adding Alt #4 - Flooring in Fitness Center - including moving equipment.			
1-3	Funded Budget	Gerald D. Roche	9/25/2017	<input type="checkbox"/>
	Review of Town-funded budget against original proposed scope of work. Gerald (RI) to review reduced scope and propose plan of renovation by phase.			
	10-16-17 The project team discussed options regarding additional funding requests to achieve the intended renovation goals for work that may not be completed with the approved budget versus the original proposed. budget.			
	12-7-17 RRC to advise if \$50k withheld from Town budget will be released in time to incorporate into accepting bids. In addition, RRC to use \$60K for lockers, etc for Alternate #1. Additional funding will be requested from Town for Alternate #3.			
	1-9-18 Additional funding of \$139K will be requested from Town for Alternates.			
1-4	Schedule	Gerald D. Roche	9/25/2017	<input type="checkbox"/>
	Discussion of current timeline and how project scope can work with the Winter schedule of the Rec Center. Gerald (RI) to propose phasing schedule to possibly start with renovating the General Locker rooms first, the renovating the Wellness Center Locker Rooms second. Based upon the Town-approved budget, the Family Locker Rooms up front will likely be deleted from the project. Project will likely be scheduled out for Spring 2018, based on the Winter patron usage.			

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	10-16-17 RI reviewed the current schedule. RI to update and present again as needed to correspond with the determined phases of work. Project team discussed the most beneficial timeline, for purpose of determining the best schedule to complete the base project between the heavy winter usage and the summer camp season.			
	17-7-17 Project start date will be 2/19/18.			
1-5	Value Engineering Gerald (RI) to meet with DCA to review reduced scope, possible material options to help with the reduced budget, and overall parameters of demo. It was discussed that due to the reduced budget, not all the General Locker Room spaces would be renovated, unless there were funds available at the end of both Locker Facilities renovations. The reduced scope would include such items as keeping water closets, but changing vanities. New lockers may have to be funded from a different source. RI to develop limit lines of what the approved budget would safely cover, barring any unforeseen conditions. 12-7-17 Phasing and Alternates are as attached.	Gerald D. Roche	9/25/2017	<input checked="" type="checkbox"/>
2-1	Phasing Develop an overall phasing plan for proposed renovations by prioritized scope. Determine alternates that can be bid as options and included along with the phases that must absolutely be completed under the base scope. Phasing plan to be presented at the next meeting. 10-30-17 Phase 1 will address: Men's Lockers - Showers (4), Handicapped Shower (1), Changing Area (5) Women's Lockers - Showers (4), Handicapped Shower (1) 12-7-17 Phase 1 - General Locker Room Shower Areas Phase 2 - Wellness Center Showers and vanity/bathroom area. Alternate #1 - Wellness Center Locker Room Alternate #2 - General Locker Room Dressing area Alternate #3 - Family Bathrooms 1-9-18 Alternate #4. Flooring in Fitness Center.		10/16/2017	<input type="checkbox"/>
2-2	Finishes Project team discussed possible locker ideas (straight, z-style, etc.), flooring (carpet tile, resilient flooring, rubber floor tile, etc.), lighting, plumbing fixtures and the use of existing sanitary fixtures (toilets and urinals). Sanitary fixtures may need to be re-used as a possible option in controlling expenses against the reduced project budget. 10-30-17 Project team selected the following to price for budget: Solid Phenolic Lockers - for Men's and Women's each - 20 full and 10 Z-lockers with digital locks. Flooring - Gym/Rubber flooring Lighting - LED type		10/16/2017	<input type="checkbox"/>

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	Suana / steam - New tile floor, wall and ceilings. New finish on wall			
	12-7-17 DCA presented proposed tile, flooring, toilet partitions, lighting and water proofing.			
5-1	Bid Documents	Rick A. Zini	12/7/2017	<input type="checkbox"/>
	Bid documents projected to be ready late January for a February award and commencement.			

Next meeting at 3:30 on Wednesday, January 31, 2018.

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

Prepared by: Gerald D. Roche

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