



Board of Supervisors Work Session Minutes
Monday, November 16, 2015, 7:00 P.M.

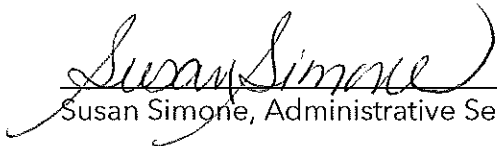
This meeting was scheduled and advertised for the sole purpose of reviewing the Phase 2 Barnard House Bid Packet. Supervisors in attendance: Barney Leonard, Georgia F. Brutscher. Supervisor Ricki Stumpo was absent. Consultants in attendance: Township Solicitor's Office Attorneys Denise Werkley and Amanda Sundquist; Dennis C. Melton, AIA, Melton Architects.

Public in attendance: 10

1. **Call to Order:** Leonard called the meeting to order at 7:00 p.m.
2. **Public Comment:** Leonard called for public comment noting that this is the only opportunity for public comment as the meeting is a work session for the Board of Supervisors to finalize the Phase 2 bid packet so that it can be listed for approval during the November 23, 2015 regular public meeting. The purpose of the work session is not to approve or submit for approval letting of the project. Sean Rafferty commented that letting the project is premature and should be set aside as a task for the incoming elected officials. Leonard reiterated that letting the project is a task for the incoming officials and that the current Board is working to complete the Phase 2 bid packet and approve it so that the incoming Board members may do as they choose. Sue Woodward commented that it is appropriate for the current sitting Board to finish the Phase 2 bid packet.
3. **Barnard House Phase 2 Bid Packet:** documents utilized to guide attendees through the editing process included a review memorandum provided by the Township Solicitor and a red-lined copy of the Bid Packet. Generally, edits included but were not limited to the following:
 - a. amend the language of the bid packet to be consistent throughout, i.e., removal of the word museum, correct Township address, clarify the owner and the owner's representative, and any other inconsistent references as discussed;
 - b. process to obtain addenda once the letting process starts with communication coordinated between the architect and the township secretary;
 - c. specific timelines with regard to submission of questions being 7 days;
 - d. mechanism by which the township will release bidders including ratifying the Board's decision to release if the decision is not made during a public meeting;
 - e. timelines for the pre-bid meeting and for identifying a date certain for completion of the work (which can be part of the pre-bid meeting discussions);
 - f. the architect will be the keeper of the master bid packet while the secretary will provide the prevailing wage information as the project has been approved by and registered with the state;
 - g. language within the document alerting bidders to the fact that financing for the project may not be in place at the time of the award, as well as language stating no refunds for bid packet documents;
 - h. discussion ensued regarding the handling of liquidated damages as no standard exists, time frames and other variables in commercial construction projects are

appropriate; Melton and Brutscher suggest such language would be a deterrent for bidders and therefore suggest removal of the section as payment approvals by the Board for work completed serves as the impetus for contract completion; payment terms are set by the township and processed for Board approval and payment under the recommendation of the township treasurer;

- i. change orders are instituted by the architect who makes an interim determination on the adjustment of the contract; change orders must be approved in the same manner as payments in that Board approval is required and the treasurer must be kept apprised of all activity related thereto;
 - j. project manager will handle the multiple contracts on the contractor's side;
 - k. township has the option to remove a subcontractor when presented with the list of subcontractors up front;
 - l. township solicitor will adjust the supplementary conditions;
 - m. under budget and allowances, discussion ensued as to the task of the project manager to coordinate services not provided for in the bid packet such as IT, security, and telephone;
 - n. provision should be included that all trades and contractors must keep a clean working environment;
 - o. a 10% or 15% contingency should be included in the township budget for "unknowns";
4. Adjournment: At 8:40 p.m., Leonard moved, Brutscher seconded, to adjourn the meeting; motion carried.


Susan Simone, Administrative Secretary


Barney Leonard, Chairman