

## CAPITAL PROJECTS ADVISORY COMMITTEE

### Minutes of the January 14, 1997 Meeting

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A regular meeting of the Capital Projects Advisory Committee was held on Tuesday, January 14, 1997 in the Administrative Complex Conference Room #59, 2621 Northgate Lane, Carson City, NV at 5:30 p.m.

**PRESENT:** Chairperson Gary Sheerin  
Richard Baker  
Kevin Honkump

Ed Moran  
Ron Swirczek

**STAFF:** Walter Sullivan, Community Development Director  
Jay Aldean, Public Works Director  
Katherine McLaughlin, Recording Secretary  
(CPAC 1/14/97 1-0000.5)

**NOTE** - Unless otherwise indicated each item was introduced by Chairperson Sheerin. Individuals speaking are identified following the heading of each item. A tape recording of these proceedings is on file in the Clerk-Recorder's office. This tape is available for review and inspection during normal business hours.

**A. ROLL CALL** - Chairperson Sheerin called the meeting to order at 5:30 p.m. A roll call was taken and a quorum was not present at this time.

**C-1 DISCUSSION AND POSSIBLE ACTION REGARDING THE CONSTRUCTION DOCUMENTS PHASE OF THE PUBLIC SAFETY/COURTHOUSE COMPLEX PROJECT AND BUDGET RELATED MATTERS INCLUDING THE COST ESTIMATE REPORT AND BID DOCUMENTS AND C-2 DOSCISSOPM AND POSSIBLE ACTION REGARDING VANIR CONSTRUCTION MANAGEMENT, INC. RECOMMENDATIONS FOR PUBLIC SAFETY/COURTHOUSE COMPLEX PROJECT AND OTHER RELATED MATTERS** - (1-0011.5) Bruce Fullerton of DMJM - Gordon Graham of Vanir - Dan Carne, local representative of DMJM - Mr. Fullerton reported they had just submitted their drawings to Public Works. He added they had submitted their civil engineering drawings in December and had gotten very few comments back and felt the drawings are in good shape but did not know the status of the main set of documents. He said they also sent a set of drawings to Member Baker who had not yet had the opportunity to review them. He noted there are a couple of things in the drawings that need to be added but they were waiting for comments from plan check, Member Baker, and Larry Nair who had also had a set of documents. He said DMJM was now aiming at putting the project out to bid at the end of January and probably would get comments after that up to and during that time. He said this was based on a schedule that was discussed on December 19.

(1-0041.5) He commented in the past they had talked of the need to coordinate the instructions to bidders and the front end of the specifications. He added that some of these need staff input on how the City wants to have its relationship with the contractor spelled out. He noted there is a need for the City and DMJM to communicate on how to write that. He said part of Vanir's contract with the City was to advise them on how to put this information together in a way that would be most advantageous to the City in dealing with bidding the project and working with the contractor. He mentioned information on how the contractor would interface with the City, how they submit their paperwork, and that the different trades have to submit their shop drawings, etc. He added that information on how the processes work need to be spelled out in the documents that are put out to bid. He said there are standard ways to do that but each job is different. He added it was his understanding that Vanir was to help put the information together and that DMJM has been waiting on the City for that. He also said there is a lot of activity in researching the marketplace and advertising the project, etc. He commented it was the opinion of DMJM, after having talked to Vanir, that it would be a good idea to give them a couple of weeks beyond the end of January to more effectively get all these segments done. He mentioned there would be a Board of Supervisors meeting two weeks after the one they were aiming at for submitting a recommendation of award in April for a contractor. He suggested rather than making a presentation on April 3 it could be April 17. He said the extra time

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would give the City, DMJM, and Vanir the opportunity to get the bid documents in good shape.

(1-0115.5) At this point Mr. Fullerton solicited questions. Member Baker asked about the patio wall which had previously been discussed. Mr. Fullerton said there are several small things which they will take out of the document because it had been made clear they could not be afforded. He explained that one of them was a free standing wall outward of the building in the plaza that was defining a space but was expensive. He noted it had not yet been removed from the documentation. He also explained there was a more expensive feature which was a wall that is above the jail entrance that takes a mechanical penthouse and extends a screen wall up a story and a half and will also be taken out. Member Baker also referred to the monitor wells and water reclaiming system and said the work is to be done to the satisfaction of the City EPA agency. He felt this should be spelled out. He also asked when the specs would be available for review. Mr. Fullerton said they were late in coming out and should be ready in a couple of weeks. Mr. Sullivan reported not only will the specs be reviewed by Public Works and his department but will also be reviewed by Parks and Recreation and the Water Department and perhaps one or two other departments. Mr. Aldean said his people feel they will need a full week for their review so that they can do it properly. He also said the Building Department would take longer to do the plan check than any of the other departments. Chairperson Sheerin felt that the extra time was appropriate to make sure that everything is done before it is sent out.

(1-0291.5) He then asked for an update on the window of opportunity. Mr. Graham said the contractors he has spoken to have indicated they would be available because they are all coming off large jobs at the same time and would be interested. Chairperson Sheerin asked if there were any comments about reviewing the specs. Mr. Graham said they have received offers from various electrical and mechanical sub-contractors, and general contractors to look at the documents in a preliminary pre-bid way to make comments and ask questions. He added what this does is tightens everything up before going to bid. He then mentioned pre-qualification and that their recommendation was that the City really only needs to go with pre-qualification of the security contractor. Chairperson Sheerin felt that getting pieces of the plan out to sub-contractors is probably a good idea. Discussion ensued on the process for getting the information to general and sub-contractors. He asked Mr. Fullerton how he felt about letting the sub-contractors look at the information and Mr. Fullerton said they do it often. More discussion ensued on the qualifications contractors need in order to qualify. They also talked about what should be included in a an agreement with the contractor and Mr. Graham suggested getting samples from other communities. It was agreed that this was in Vanir's original scope of work and that they should do this and put one together. Mr. Sullivan commented that there had previously been a timetable and that it should be revised to between January and April and it was agreed to send the package to the Board at their April 17 meeting.

(1-0741.5) Chairperson Sheerin returned to the subject of putting some pieces of the package out for review and comments early. Member Baker felt it was probably a good idea but had a concern that the Committee could open itself up to criticism or lawsuits and explained what could happen. Mr. Carne and Mr. Aldean agreed and suggested that the AGC be contacted for a resolution. Mr. Graham commented that the firmer the package is the less addendums there would be and is a cost saving. Mr. Carne suggested that the plans given to a printer and letting word out that they are available at so much per sheet. This was discussed and it was agreed this would be a good idea. However, a concern was expressed that anyone could get copies and the parties would be inundated with questions. No formal action was taken.

#### **D. COMMITTEE MEMBER REPORTS (NON-ACTION ITEM) - None.**

#### **E. REPORT FROM PROJECT ARCHITECT (NON-ACTION ITEM) - Discussed earlier.**

#### **F. REPORT FROM STAFF (NON-ACTION ITEM) -** Mr. Aldean said Dan O'Brien was supposed to be finished with the Sheriff's impound yard building plans. He added that he will put it out to bid as soon as he receives the plans.

Chairperson Sheerin asked for an update on the Detox project. Mr. Sullivan said they need to have the sewer line

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completed before they can move and Mr. Aldean said the construction had started but did not know the status.

Mr. Fullerton referred to the remedial action on the tank at the site and asked if it would be completed by April 17 and Mr. Aldean said it would.

**B. PUBLIC COMMENT - None.**

**G. AGENDA ITEMS FOR NEXT REGULAR CAPITAL PROJECTS ADVISORY COMMITTEE MEETING** - Mr. Fullerton felt the Committee might need to have a report on the work Vanir is doing. An extensive discussion ensued on details. It was also agreed to hold the next meeting in two weeks.

**H. APPROVAL OF MINUTES** - Member Baker moved to approve the Minutes of November 26, 1996. Member Honkump seconded the motion. Motion carried 5-0. Member Baker moved to approve the Minutes of the December 19, 1996 meeting. Member Honkump seconded the motion. Motion carried 5-0.

**I. ADJOURNMENT** - There being no further business Chairperson Sheerin entertained a motion to adjourn. Member Baker moved to adjourn. Member seconded the motion. Motion carried 5-0. Chairperson Sheerin adjourned the meeting at 7:00 p.m.

The Minutes of the January 14, 1997 meeting of the Capital Projects Advisory Committee

ARE SO APPROVED \_\_\_\_\_, 1997

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Gary Sheerin, Chairperson