

## CAPITAL PROJECTS ADVISORY COMMITTEE

### Minutes of the March 25, 1997 Meeting

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A regular meeting of the Capital Project Advisory Committee was held on Tuesday, March 25, 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  
Craig Mullet  
Ron Swirczek

**STAFF:** John Berkich, City Manager  
Jay Aldean, Public Works Director  
Walter Sullivan, Community Development Director  
Paul Lipparelli, Chief Deputy District Attorney  
Barney Dehl, Undersheriff  
John Iratcabal, Purchasing Director  
Fran Smith, Recording Secretary  
(CPAC 3/25/97 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. CALL TO ORDER** - Chairperson Sheerin called the meeting to order at 5:40 p.m. A roll call was taken and a quorum was present although Members Lopiccolo and Moran were absent.

#### AGENDA ITEMS

**C-1 DISCUSSION AND POSSIBLE ACTION REGARDING THE BID DOCUMENTS PHASE OF THE PUBLIC SAFETY/COURTHOUSE COMPLEX AND BUDGET RELATED MATTERS AND OTHER MATTERS RELATED THERETO** - (1-0019.5) Gordon Graham and Mani Subramanian of Vanir - Bruce Fullerton, DMJM and Dan Carne, architect and local representative of DMJM - Mr. Graham explained that there are potential bidders who have the bid documents but want more time in which to make their submittals. Mr. Iratcabal explained that the bids were due back on April 16. Mr. Fullerton said he had received a request from a sub-contractor for an extension because they were bidding on another job. He noted that the other job is not very big and did not believe it would have a big enough impact on the City's project to postpone the opening. Mr. Graham said the subs would not detract from this project. Mr. Fullerton felt it should be made clear to the generals that the pre-bid is required and but not for the subs. Chairperson Sheerin did not feel the Committee wanted to have any delay but on the other hand wanted to make sure the generals have enough time to look carefully at the plans and sharpen their pencils. Member Baker commented that there were several generals who wanted the extension and were talking three or four days to a week. He added he did not feel an additional week would hurt. Chairperson Sheerin said one thing he did not want to do was give up the May 1 date the Committee goes to the Board of Supervisors. He asked if the extension could be granted without losing the Board meeting date. Mr. Iratcabal explained the details of the bids that would have to be analyzed before going to the Board. Mr. Sullivan commented on the timeframe between bid opening and the agenda signing for that meeting and felt it would be tight. Mr. Iratcabal asked for the approval of the Committee to move the bid date if it becomes absolutely necessary Chairperson Sheerin said yes and that they would authorize Mr. Sullivan to make that decision. Mr. Iratcabal noted if the bid date has to be moved significantly it would be the May 15 Board meeting before it could be heard.

(1-0209.5) At this point Mr. Fullerton said at the last meeting they were likely to have to add a lift station for the sanitary sewer. He added they had tried to avoid this because of the cost and maintenance. He mentioned the changes in the street and that he and their civil engineers now feel this station has to be added. He explained the

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alternative to the lift station would be to lower the foundations to get the pipes to run clear above the foundations. He said the preliminary cost could be as high as \$25,000, possibly less. He said he had given the go ahead to do the design and asked for Committee approval. Chairperson Sheerin asked that the Committee give their approval which they did and Mr. Fullerton said he would issue an addendum.

(1-0279.5) Mr. Fullerton then said he wanted to let the Committee know he was leaving DMJM about May 1 to work on his own. He said he would be replaced by Simon Park in terms of a project management role. He added that Eric Smith had been working behind the scenes and will stay on the project. Chairperson Sheerin then asked Mr. Park to provide the Committee with information on his background which he did. Mr. Fullerton said in terms of continuity Dan Carne would be working as DMJM's local representative and would be much more involved in the project with the construction administration phase. No formal action was taken.

**C-2 DISCUSSION AND POSSIBLE ACTION REGARDING CONSTRUCTION MANAGER'S ROLE FOR THE PUBLIC SAFETY/COURTHOUSE FACILITY AND OTHER MATTERS RELATED THERETO** - (1-0340.5) Mr. Sullivan said to a large degree this would be Mr. Graham's responsibility. He added that he and Mr. Aldean had discussed this and something they felt was important at this stage would be to give the Committee an opportunity to ask questions on the contract, the scope of work, what they are looking for, and that there would be input from Vanir, Mr. Aldean, and the architects.

(1-0361.5) Chairperson Sheerin then asked Mr. Iratcabal to provide details as they relate to Vanir's original proposal. Mr. Iratcabal said the original contract called for some pre-construction work which was done separately and that the City had entered into a contract to do that type of work. He added that the current contract which was approved by the Board is scaled down and this agreement is structured more strictly. He added that Mr. Graham's involvement in the contract is that he will be the eyes and ears for the City. He noted that progress payments and requests by the contractors will go to Mr. Graham first, then approved by DMJM, and finally to Mr. Aldean for processing and payment. He said included in the contract documents is the fact that the contractor will provide office space for the construction manager plus a computer and other necessary office items. He also said the City agreed that they would supply a part time secretary to Mr. Graham and it is estimated it would be approximately four hours per day. He expressed his belief it is a good agreement, and that the Board is comfortable with it. Mr. Aldean said he and Member Baker had discussed the relationship that his department will have with the construction manager. He asked what are the triggers going to be for the Committee to agendaize another Committee meeting regarding change orders and those types of things. He said he will be in constant contact with Member Baker and they can make decisions on small change orders along with recommendations from the construction manager and any influence from the architect as needed. He also noted there can be significant types of items and said he was not sure in his mind which items would have to go to the Committee and which would not. He suggested using a dollar amount as criteria. Member Baker noted that some time ago there had been discussions regarding his being involved in the day to day routine and felt that could probably continue within limits. He said there would be construction problems that the Committee would not be interested in or knowledgeable about. Chairperson Sheerin asked if the Committee, in discussing such a procedure, needed to put a dollar amount over which the Committee would want to get involved. Mr. Sullivan felt that the Committee needed to set up a threshold figure and if that was exceeded he would need four days to get an agenda out. Mr. Aldean said he would be in contact with Mr. Graham every day and would be with Member Baker at least two or three times a week to make sure everyone is updated. He then suggested setting up quarterly meetings for review. Mr. Fullerton felt that bi-monthly meetings would be more appropriate because quarterly seemed like a long time between meetings. Member Swirczek referred to past City projects and said it was his recollection that change orders were brought to the Board as a matter of routine but there was a dollar limit on each and cited perhaps \$5,000 as an example. He wondered if the Committee had been granted that authority by the Board to make that type of decision. Mr. Sullivan felt the Committee might want to revisit this issue with the Board to establish parameters so that everyone has an understanding of a meeting schedule so that when change orders come in over the established amount they can eventually go to the Board. Member Swirczek felt that the integrity of the system so far is good and did not know if the Committee wanted to depart from that. Chairperson Sheerin felt the ordinance that created the Committee made mention that they would be kept in place through construction. He

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said that should be revisited to make sure the Board wants the Committee to make those decisions. Mr. Iratcabal said normally there would be a contingency amount in the contract, most of the time ten percent, so that change orders can be processed and handled up to that dollar amount and any change orders over that would have to get Board approval. Chairperson Sheerin then asked Mr. Sullivan to agendize this before the Board for their input. However, he would like to give Member Baker and Mr. Graham as much leeway as possible so as to not slow up construction. Member Honkump said he would like to know if the contingency funding is being used more rapidly than on past projects. Member Mullet agreed with Member Honkump and said the Board had already approved the budget with the contingency in it and felt they would approve whatever the bid comes in at. He also felt there has to be some flexibility and that the contingency money should be tracked. Chairperson Sheerin noted that the Committee had always set their meetings at random but felt that the meetings should now be on the Wednesdays before Board meetings. He asked for Mr. Graham's input on what he felt the construction manager's role is. Mr. Graham felt that everyone should share the same goal which would be a successful project done on time. He also noted that some people might disagree at times and said it was his responsibility to resolve problems and keep the project going ahead. Chairperson Sheerin said when the Committee goes before the Board it should have the original ordinance that created them in hand and asked Mr. Sullivan to provide it. No formal action was taken.

**C-3 STATUS REPORT DISCUSSION AND POSSIBLE ACTION REGARDING THE SHERIFF'S OFFICE IMPOUND YARD AND EVIDENCE BUILDING, CONSTRUCTION TIME FRAMES AND OTHER MATTERS RELATED THERETO** - (1-0809.5) Mr. Aldean said he is looking at a time frame of advertising the project on April 7. He added they have \$90,000 identified for the project and that the engineer's estimate is \$88,186. He also said they are looking at having the plans and specifications by March 26. He noted that the Sheriff was going to have to lease warehouse space elsewhere in order to make this work and Mr. Dehl said they were already moving. Chairperson Sheerin asked if Detox would be out of the way too and Mr. Aldean said they already moved. (1-0879.5) Frank Page, a neighborhood resident, referred to a newspaper article that had talked about Detox becoming a two story facility. He said the Committee had never discussed this. He also noted the article had mentioned possible halfway houses and that the residents in the area were opposed to this. Chairperson Sheerin said any Detox expansion or going to two stories would be zoning issues which the Planning Commission would handle. He also mentioned a lease and Mr. Lipparelli said there is a draft of a lease with them. At this point Mr. Sullivan said any use on public zoned property requires a special use permit and notification to the adjacent neighbors within 300 feet. He added that Detox was approved for an expansion to 14 beds up from 8. He noted this was a one story facility so if they do propose to go to two stories or any other modification they would be required to go before the Planning Commission to amend their existing use permit and the neighbors would again be noticed. No formal action was taken.

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

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

**F. REPORT FROM PROJECT CONSTRUCTION MANAGER (NON-ACTION)** - Discussed earlier.

**G. REPORT FROM STAFF (NON-ACTION)** - Mr. Sullivan asked if the Committee wanted to make the April 17 meeting with the Board a joint meeting or have two or three Members there. They agreed so send no more than three.

Mr. Sullivan then said his office and Mr. Aldean's office would be getting together to reconcile all the invoices so that Public Works could administer these in the future.

**H. AGENDA ITEMS FOR NEXT REGULAR CAPITAL PROJECTS ADVISORY COMMITTEE MEETING** - The next meeting will be April 24.

**I. APPROVAL OF MINUTES** - Member Baker moved to approve the Minutes of the December 10, 1996 meeting. Member Honkump seconded the motion. Motion carried 5-0.

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**B. PUBLIC COMMENT - None.**

**J. ADJOURNMENT** - There being no further business Chairperson Sheerin entertained a motion to adjourn. Member Honkump moved to adjourn. Member Baker seconded the motion. Motion carried 5-0. Chairperson Sheerin adjourned the meeting at 6:55 p.m.

The Minutes of the March 25, 1997 meeting of the Capital Projects Advisory Committee

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

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Gary Sheerin, Chairperson