



MUNICIPAL CENTER COMMITTEE
Kiawah Island Municipal Center
Council Chambers
September 24, 2015; 1:00 PM

MINUTES

I. Call to Order: Mr. Labriola called the meeting to order at 1:00 pm.

II. FOIA: Notice of this meeting has been published and posted in accordance with the Freedom of Information Act and the requirements of the Town of Kiawah Island.

III. Roll Call:

Present: John Labriola, Chairman
Mary Johnson
Roger Warren
F. Daniel Prickett
Charles Lipuma, Mayor

Absent: Mark Permar

Also Present: David Burt – LS3P
Nicholas Katsibas – LS3P
Siassia Likibi – LS3P

IV. Approval of Minutes:

A. Minutes of the Municipal Center Committee Meeting of August 27, 2015

Mr. Prickett made a motion to approve the minutes of the August 27, 2015 Municipal Center Committee Meetings. The motion was seconded by Mrs. Johnson and was unanimously passed.

V. Old Business:

None

VI. New Business:

A. Site Zoning

Mr. Labriola stated that when the Betsy Kerrison property was annexed and zoned as Community Service (CS). The zoning has an effect on the site plan that has been prepared by limiting the number of entrances, parking and buffering. In an earlier meeting with County Planning staff and Planning Commission members, the determination was made to go through the process of rezoning the property to a “Planned Development” to allow more flexibility for the use of the site and protect the property for future development. Mayor Lipuma indicated he was hopeful that the process would be completed by mid-November.

B. Value Engineering

C. Foundations

Mr. Burt indicated he recently received the design development estimate. He indicated the estimate contained a \$250,000 increase in the site preparation cost that was due to the top two feet of soil having to be removed there is an overall increase of approximate \$800,000 in the project budget since the last meeting. He gave members several options that could be eliminated to decrease the cost.

Building:	\$6,624,000
Site Improvements (including septic field):	\$1,857,000
Landscaping:	(included above)
Furnishings and Equipment:	\$439,000
Security CCTV Card Access Communications, etc.	\$478,000
Contingency: 5%	\$424,000
Total Construction (Hard) Costs	\$9,822,000

Members engaged in an in-depth discussion of the elements of the proposed budget. Members agreed the increase was excessively high and they were not comfortable with the progression. The basic design was acceptable but should be re-worked and then represented at the next meeting giving consideration to eliminating some of the options discussed.

Members engaged in an in-depth discussion of Mr. Warren's concerns with the process to date and if the Committee has moved forward too quickly. Discussion produced the conclusion that more time is required for LS3P to develop a more acceptable building design and cost plan. Members also agreed the Public Information meeting needed to be rescheduled.

D. General Contractor Selection Process

Mr. Burt asked members to review his recommended General Contractor prequalification criteria. It is intended to solicit those contractors interested in bidding on the Municipal Building project and to review and evaluate their qualifications. He indicated contractors would qualify on similar work and resume. The selection criterion includes:

- a. *Brief statement of your interest in and qualifications for the project.*
- b. *Provide 3 satisfied clients including name and contact information, project name, and completion date.*
- c. *List 3 projects of similar size and complexity including project name, location, completion date, building area, site area.*
- d. *List any projects containing similar program (government administration) including project name, location, completion date, description of program.*
- e. *Bonding Capacity.*
- f. *Insurance Coverage.*
- g. *Project Management and Implementation.*
 - i. *Project Manager and Superintendent names and resumes.*

- ii. *Schedule development and management process.*
- iii. *Contract modification process (both time and money).*
- h. *Answer the Questions listed below under "Additional Questions"*

He noted that the "Additional Questions" would protect the Town from contractors intentionally leaving out items they feel are in a "grey area" and then requesting change orders during the project.

Committee members discussed the selection process and schedule:

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|--|----------------------------|
| a. <i>Solicit interest from GC's:</i> | <i>October 7-15, 2015</i> |
| b. <i>Review and evaluate GC qualifications</i> | <i>October 15-30, 2015</i> |
| c. <i>Notify GC's on prequalification status</i> | <i>November 1, 2015</i> |
| d. <i>Provide Bid Documents to prequalified GC's</i> | <i>December 1, 2015</i> |
| e. <i>Receive bids from prequalified GC's.</i> | <i>January 15, 2016</i> |
| f. <i>Notify successful GC.</i> | <i>January 21, 2016</i> |
| g. <i>Negotiate construction contract with successful GC</i> | <i>February 1-15 2016</i> |
| h. <i>Notice to Proceed</i> | <i>February 15, 2016</i> |

Mr. Warren questioned the timeline and expressed his concern with the amount of time LS3P has allotted for construction design and the contractor selection. Mr. Burt indicated that the schedule was challenging but his company was capable of working within the aggressive schedule contracted with a history of minimum changes orders. Members discussed the presented timeline and agreed the process needed done thoroughly, not hurriedly. Discussion also included that a more realistic timeline would include an extension of approximately one month to move past the holidays.

Members viewed drawings that included changes suggested at the last meeting. Discussion included the design of the porte-cochere and the design of the main entrance of the building.

E. Interiors

Mr. Katsibas presented a daylight monitoring study showing the impact of the monitors on the lighting. Along with Ms. Likibi, he discussed with members exterior finish, building layout, building design, interior renderings, and modifications that could be made to building design for cost reduction.


VII. Citizen Comments:
None

VIII. Committee Member's Comments:
None

IX. Adjournment:

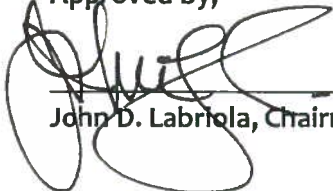
The meeting was adjourned at 3:15 pm.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,



John D. Labriola, Chairman
10.29.2015
Date