

**Cost Review Sub-Committee Meeting  
MIRA, 211 Murphy Road, Hartford, CT 06106  
Monday September 25, 2017**

**DRAFT until  
Endorsed by  
the  
Committee**

**Name**

Larry Baril  
Chris Edge  
Jon Colman  
Patrice Carson  
Len Norton  
Tim Webb  
John Cabibbo  
Russ Arnold  
Kirk Severance  
Jim Ford  
Sandy Fry  
John Carrington  
Rob Trottier  
Jim Sollmi  
Tom Roy  
Jeff Doolittle  
David Smith  
Duane Martin  
Derrick Gregor

**Organization**

Avon  
Berlin  
Bloomfield  
Bolton  
East Windsor  
Ellington  
Enfield  
Farmington  
Granby  
Hartford  
Hartford  
Mansfield  
New Britain  
Rocky Hill  
Simsbury  
South Windsor  
Vernon  
West Hartford  
Wethersfield

**Guests**

Donald T. Nunes  
Mark Moriarty

Enfield  
New Britain

**Staff**

Rob Aloise  
Jennifer Carrier  
Michael Cipriano  
Sotoria Montanari  
Karen Stewartson

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1. **Roll Call** – Mr. Jon Colman called the meeting to order at 11:00 a.m.
2. **Public Forum**- No one chose to speak.
3. **Adoption of July 24<sup>th</sup> 2017 Subcommittee Meeting Minutes** - A motion was made by Patrice Carson from the Town of Bolton and seconded by Jeffrey Doolittle from the Town of South Windsor to accept the meeting minutes from the July 24<sup>th</sup> , 2017 meeting. This motion was passed unanimously.
4. **LOTICIP Funding Increase Request Memo**- Ms. Sotoria Montanari presented a request for increased LOTICIP funding of \$320,000 towards the Route 189 Corridor Multi-use Trail Project in Bloomfield/Simsbury. Ms. Montanari stated the project was approved through the 2015 funding solicitation for \$700,000 of LOTICIP funds, the maximum award amount. The project's construction cost was originally estimated at \$1,250,000 with the towns (Bloomfield and Simsbury) agreeing to split a \$550,000 town share to supplement the approved LOTICIP funds. CTDOT's review of the project resulted in an additional \$320,000 of required safety improvements, increasing the project's total cost by 25.6% from (\$1,250,000 to \$1,570,000). Specifically, Ms. Montanari said CTDOT's review resulted in an increase of \$55,000 to upgrade a more rigid metal beam guiderail and an increase of \$136,000 of rock and earth excavation associated with the additional widening of a two-foot wide buffer strip. The additional costs combined with resulting increases to percentage based estimating items such as minor items, inflation, incidentals and contingencies resulted in the total estimated cost increase request of \$320,000.

Ms. Montanari further stated that the project, as part of the East Coast Greenway, represents a joint effort by two CRCOG towns to address a regional priority with both towns contributing a significant amount (\$550,000) towards the project's costs.

*A motion was made by Bob Jarvis from the Town of Windsor, seconded by Russ Arnold from the Town of Farmington to accept an additional \$320,000 of LOTICIP funding for the State Route 189 multi-use trail project, increasing its LOTICIP share from \$700,000 to \$1,020,000. The motion was passed unanimously.*

5. **LOTICIP Cost Increase Policy Discussion** - Mr. Robert Aloise reviewed the LOTICIP Cost Containment Policy. Mr. Aloise stated the current policy indicates that if a municipality project cost exceeds twenty (20%) percent, a cost increase approval may be requested from the Cost Review sub-committee or the town, itself may supplant the additional costs. Additionally, the LOTICIP cost increase approval "resets" the approved funding for the project which includes a new 20% buffer for future increased costs. The sub-committee concurred with the current policy benchmarks and will evaluate future cost increases and subsequent re-setting on a case by case basis.

Another item for consideration was the duration of the twenty percent (20%) cost containment policy. Although the policy is in effect during the application and design phases, it was recommended to cease when CTDOT issues an Authorization to Advertise letter. Mr. Aloise indicated that this practice was routinely applied to the STP-Urban Program. Additionally, it would be onerous and affect

construction schedules for municipalities to re-scope, redesign or rebid a project already going through the bid process. After a discussion by the committee, the policy currently in effect was confirmed. Specifically, bids that are not within 10% of the final engineers estimate, municipalities will need to comply with CTDOT policy that requires a bid review and brief written explanation. Additionally, the sub-committee recommended that municipalities make a good faith effort to work to mitigate high bids when appropriate.

*The subcommittee recommended some general parameters to operate under due to the variety of projects we advance under LOTCIP:*

- *If a bid is up to twenty percent over the engineers estimate, a municipality will comply with CTDOT's policy, but it will not be necessary to request the Cost Review sub-committee's approval.*
- *If a bid is between twenty and twenty five percent over the engineers estimate, CRCOG staff will work with the municipality to help mitigate costs. CRCOG staff will make a decision in the best interest of the town and the LOTCIP program.*
- *If the bid is over twenty-five percent, the Cost Review sub-committee will review and act on the overage, if substantial, as it may affect the overall program.*

It was decided that these parameters would represent the general policy intention however it is not necessary that these be written into a formal policy. Rather, the meeting minutes would stand as guidance for CRCOG staff and municipalities.

- 6. Project Delivery Discussion** – Mr. Aloise reported that there were concerns raised at the July meeting regarding lengthy design timeframes. In the current policy, there are specific triggers that require municipal reporting, but Mr. Aloise wanted to determine if there was more we should be doing. Mr. Aloise provided a table of actual and anticipated project delivery times of all CRCOG LOTCIP projects for review. He indicated the average design time is currently 18.7 months, which Mr. Sollmi stated was significantly better than the 60 months that was typically associated with previously utilized funding sources. Mr. Aloise posed questions to the sub-committee to address the issue of project design timeframes. Many of the municipalities offered help to the group via telephone calls and meetings. Additionally, it was encouraged that incentive projects (projects progressing contingent on expedited project delivery) continue to be utilized in the next solicitation.
- 7. Other Business-** Mr. Aloise brought up an issue to the committee regarding American Disabilities (ADA) compliance that may affect the region in pavement rehabilitation projects. The committee discussed the reality that municipalities may be required to upgrade ramps when undertaking pavement rehabilitation projects.
- 8.** The next Cost Review Subcommittee meeting is tentatively scheduled for Monday, October 23, 2017 at 11 am.

**9. Adjourn-**The meeting was adjourned at 11:50 a.m.