

**Cost Review Sub-Committee Meeting
MIRA Trash Museum, 211 Murphy Road
Monday January 9th, 2017**

**DRAFT until
Endorsed by
the
Committee**

<u>Name</u>	<u>Organization</u>
Larry Baril	Avon
Jonathan Thiesse	Bloomfield
Patrice Carson	Bolton
Denise Horan	East Hartford
Len Norton	East Windsor
Timothy Webb	Ellington
John Cabibbo	Enfield
Russ Arnold	Farmington
Kirk Severance	Granby
Jim Ford	Hartford
Kevin Kelly	Hebron
Jeff LaMalva	Manchester
John Carrington	Mansfield
Peter Hughes	Marlborough
Rob Trottier	New Britain
John Bossi	Plainville
Jim Sollmi	Rocky Hill
Tom Roy	Simsbury
Jeffrey Doolittle	South Windsor
Rick Zulick	Stafford
Gerry Turbert	Suffield
David Smith	Vernon
Duane Martin	West Hartford
Derrick Gregor	Wethersfield
Bob Jarvis	Windsor

<u>Guests</u>	
Member of the Public	Windsor

<u>Staff</u>	
Jennifer Carrier	CRCOG
Rob Aloise	CRCOG
Mike Cipriano	CRCOG
Sotoria Montanari	CRCOG
Karen Stewartson	CRCOG
Terri Thompson	CRCOG

1. **Roll Call** – Ms. Patrice Carson called the meeting to order at 11:04 a.m.
2. **Public Forum**- No one chose to speak
3. **Adoption of November 14, 2016 Subcommittee Meeting Minutes** - A motion was made by Jim Sollmi of Rocky Hill, seconded by Jeffrey Doolittle of South Windsor, to accept the minutes from the November 14th, 2016 subcommittee meeting. This motion was passed unanimously.
4. **LOTICIP Funding increase Request**

Ms. Sotoria Montanari introduced a LOTICIP Funding Increase Request for the Windsor Day Hill Road Reconstruction Project. Ms. Montanari indicated that the Town of Windsor requested a LOTICIP funding increase of \$457,180 from \$1,239,600 to \$1,696,780 (37% increase). The Project was approved through the 2015 LOTICIP funding solicitation and is currently in the application phase.

Ms. Montanari reported that the increase is needed to cover costs associated with pavement design revisions identified following the analysis of newly acquired geotechnical information and pavement design data. The new design will meet the CTDOT standards and provides a 20 year minimum service life. Mr. Bob Jarvis of Windsor added that the roadway accommodates heavy truck traffic use and 14,000 vehicles daily.

A motion was made by Rob Trottier of New Britain, seconded by Dave Smith of Vernon to approve the funding increase from \$1,239,600 to \$1,696,780 for LOTICIP Project application of Windsor Day Hill Road Reconstruction. This motion was passed unanimously.

5. **LOTICIP Quarterly Reporting Memo: FY2017 Q2**

Ms. Sotoria Montanari provided an overview of the LOTICIP FY17 Quarter 2. Ms. Montanari indicated that the information was extracted from two provided tables included in the Quarterly Status Report memo (Program Status Summary and Project Quarterly Status Report). Some of the main highlights were summarized as follows:

- CRCOG expended **\$4,708,400** in FY16 and expects to expend **\$21,663,600** in FY17
- CRCOG received **seven (7)** of the **eleven (11)** expected Quarter 2 design submissions
- **Four (4)** of the design submissions were final, totaling almost \$7 million in projects.
- **All** active project's final design submissions remained in their scheduled fiscal year
- **One (1)** Project has slipped to being awarded in the next fiscal year
- CRCOG anticipates receipt of **eleven (11)** design submissions in Quarter 3 of FY2017
- **Two (2)** projects have anticipated design durations of more than **36** months

- **Five (5)** applications were transmitted to CTDOT, **four (4)** are expected next quarter

Additionally, Ms. Montanari indicated that one of the milestone delays developed to track LOTCIP projects was whether a project design submission scheduled for the quarter was received. If the criteria was met, town representatives were asked to provide scheduling updates at the LOTCIP reporting meeting:

Representatives for the following projects were asked to provide scheduling updates:

Town	Project	Milestone
Granby	Route 10/202 Sidewalks	Final design re-scheduled from 10/30/16 to 11/30/16
Bloomfield	Granby Street Pavement Rehabilitation	90% design re-scheduled from 8/5/16 to 1/30/17 Scheduled design duration exceeded 36 months
South Windsor	Avery Street Reconstruction (Phase C)	PD Design re-scheduled from 12/22/16 to 5/19/17
	Buckland Road Sidewalks	90% Design re-scheduled from 11/18/16 to 4/28/17 Scheduled design duration exceeded 36 months

Representatives from the Towns of Granby, South Windsor and Bloomfield provided project updates. An opportunity was given to the committee to make further inquiries regarding any of these projects, but there were no inquiries or comments.

6. LOTCIP Program Assistance: On Call Lists 1, 2, and 3

Mr. Rob Aloise updated the committee regarding the need to review the on-call consultant lists 1, 2 and 3 previously selected to assist CRCOG and its municipalities with various LOTCIP tasks. Mr. Aloise reminded the group that a competitive Qualifications Based Selection (QBS) process had taken place in 2014, resulting in choosing four (4) firms for On-Call Lists 1 and 2 to assist municipalities with design or construction phase of LOTCIP Projects.

Mr. Aloise indicated the 36 month term for On-Call Lists 1 and 2 firms will expire in May 2017, so he requested that the committee confirm the need to continue to provide the lists and to review the potential need to undertake a new competitive GBS process to identify List 1 and 2 firms. Mr. Aloise asked for input from the group on the firms listed and several towns provided positive input on firms they have utilized for LOTCIP projects.

Additionally, Mr. Aloise explained that the two on-call consultants in list 3 had contracts expiring in May 2017, however it was possible to extend the contracts for two years. After reaching out to a few towns for feedback on the On-Call List 3 consultants, CRCOG staff was comfortable with extending the contracts so as not to disrupt any municipal services.

Also, the committee recommended that CRCOG solicit one more On-Call list 3 firm to accommodate the increasing LOTCIP workload and have On-Call Lists 1,2 and 3 terms coinciding and expiring in two years. There were three motions that followed:

Peter Hughes made the first motion for CRCOG staff to undertake a new competitive QBS process to identify On-Call List 1 and 2 consultant firms to help municipalities with the design and construction phase of the LOTCIP Projects. The consultant firms will remain on the list for a term of two years beginning June 1, 2017. Len Norton seconded the motion. This motion was passed unanimously.

Peter Hughes made the second motion to renew/extend the two current List 3 On-Call Consultants contracts for two years. Len Norton seconded the motion. This motion was passed unanimously.

Peter Hughes made the third motion for CRCOG to undertake a solicitation for a third on-call consultant for List 3 to assist with LOTCIP tasks. The term of the contract would begin June 1, 2017 and end May 31, 2019 to coincide with the terms of the On-Call Lists 1, 2 and 3. Len Norton seconded the motion. This motion was passed unanimously.

Staff solicited the subcommittee for volunteers to provide input and assist CRCOG with the RFQ decision making process. Peter Hughes of Marlborough, Len Norton of East Windsor, Bob Jarvis of Windsor, Jim Sollmi of Rocky Hill and Larry Baril of Avon each volunteered their services.

7. Other Business

- LOTCIP DEEP Coordination update - Rob Aloise indicated that the DOT is now encouraging municipalities with LOTCIP projects that may need to obtain State/Federal environmental permits to have their project reviewed at a DEEP-CTDOT interagency meeting. Mr. Aloise indicated that CTDOT had previously envisioned not having a role in permitting, however there have been some issues with municipalities not being able to obtain DEEP environmental permits at the end of the design process. Therefore municipalities with LOTCIP projects that may need to obtain these permit types are encouraged to contact Jeff Pfaffinger at CTDOT early in the design process to get on an upcoming meeting agenda. Mr. Aloise indicated that participating in these meetings may be beneficial in expediting the environmental permitting process.
- The next Cost Review Subcommittee meeting is tentatively scheduled for Monday, February 13th, 2017 at 11:00 a.m.

8. Adjourn- The meeting was adjourned at 11:55 a.m.