

Sullivan County NH

Type of meeting: Board of Commissioners Executive Session Meeting Minutes
Date/Time: Tuesday, September 20, 2011; 5:15 PM
Place: Unity County Complex, Sullivan County Health Care Facility

Attendees: Commissioners Bennie Nelson – Chair, Jeffrey Barrette – Vice Chair and John M. Callum - Clerk; Greg Chanis – County Administrator; John Cressy – Facilities & Operations Director; Charlene Marcotte Lovett - State/County Representative District 4; and Sharon Callum – Administrative Assistant/Minute Taker.

Agenda Item No. 8. Probable Executive Session Per RSA 91-A:3.II.d – Discussion Regarding County Building Lease

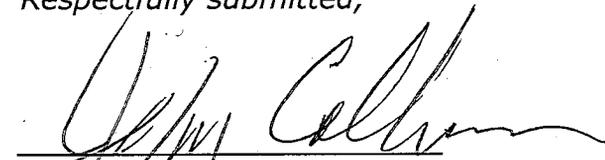
5:15 Motion: to go into Executive Session per RSA 91-A:3.II.d. regarding a building lease. Made by: Barrette. Seconded by: Callum Jr. Roll call vote: All in favor. Those in Executive Session included: Rep. Lovett, Mr. Purdy, Mr. Cressy, Mr. Chanis, the three Commissioners, and Ms. Callum.

Mr. Chanis distributed a September 6, 2011 proposal [Appendix D. 1-2], that the Board requested he attain; the proposal was for engineering services to renovate the second floor of the Sanders Building for possible offices West Central Behavioral Health would be leasing. Mr. Chanis distributed a sheet [Appendix E] highlighting on budget areas where possible funding could be drawn from to fund the project – he discussed NH retirement rate changes, noting there would be \$118,000 surplus on the retirement expense side; he suggested to pay for the project out of Fund 10 Facilities & Operations budget, in one specific line where they would clearly see activity; he also suggested the Board waive the bidding requirement and award the contract to WV Engineering.

Mr. Chanis then distributed a September 20, 2011 *Unity NH Office Renovations Letter of Agreement* [Appendix F. 1-2] from Robert D Haight - Architect, which identified the scope of services he would perform: provide building plans, building code review; schematic design, design development, review of local permitting, available to attend project meetings, and, the letter noted his professional fee of \$95 per hour. Chanis indicated he met with Haight, who seems to be a "low key" individual, working by himself. Commissioner Barrette noted he had worked with Haight on five projects, and feels he's a very straight forward, reasonable person; he'd be comfortable waiving bid requirements.

5:25 Motion: to come out of Executive Session. Made by: Nelson. Seconded by: Callum Jr. Voice vote: All in order.

Respectfully submitted,



John M. Callum Jr., Clerk
Board of Commissioners

JC/sjc

Date minutes approved:

10/18/11

Minutes released 3/6/2012 SC

WV engineering associates pa
11 king court keene new hampshire 03431 603 352 7007

September 6, 2011

Mr. Greg Chanis, County Administrator
Sullivan County NH
14 Main Street
Newport, NH 03773

Re: **Sullivan County**
WCBH 2nd Floor Renovation
Unity, NH
WVA Project No. 11151

Dear Greg:

We are pleased to submit the following proposal for Engineering services for the renovation of the second floor of the Sanders Building for the WCBH Offices.

As discussed during our visit last week, this is to be an 8,800 sq. ft. limited renovation, engineering work is to be for a new HVAC system, new lighting, minor modifications to receptacle circuits and fire alarm devices.

WVA Scope of Services

- Attend a site meeting with you at the site to meet the owner's representative, review existing conditions, discuss mechanical and electrical concepts and preliminary layouts, confirm the project scope, schedules and budgets.
- Mechanical design for the HVAC and plumbing systems shall include contract drawings and specifications. The documents shall be suitable for competitive bidding.
- Prepare a written schematic outline of proposed mechanical and electrical systems with budget estimates and options. Review schematic outline with you to confirm project system selections.
- Mechanical design for the fire protection system will include sprinkler main and head layout, along with a performance specification for final hydraulic design by the sprinkler subcontractor.
- Electrical design for the electrical systems shall include contract drawings and specifications. The documents shall be suitable for competitive bidding.
- Prepare layout of contract drawings based on schematic review meeting with sizing, placement of equipment, and distribution. Deliver a check set to your office for review and comment.
- Finalize designs drawings and specifications, incorporating review comments and corrections.

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- Deliver drawings and specifications diskettes to your office for printing and distribution.
- Assist your office during bidding and negotiations with selected contractors.
- Review mechanical and electrical submittals.
- Prepare a punch list of mechanical and electrical work at project substantial completion.

Services Provided to the Engineer

- Liaison between our office, the owner, and state and local agencies.
- Architectural building background CADD files suitable for our use.
- Structural engineering review for support of equipment if required.
- Equipment cuts of all owner or vendor furnished equipment requiring mechanical or electrical service.
- Printing and distribution of construction drawings and specifications.
- Construction administration at bidding and thereafter.

Engineering Fee for Services

Our fee for Engineering services as outlined in our scope of services, including normal reimbursable expenses for mileage, postage, photography and printing, will be billed monthly against a lump sum of Twelve Thousand Seven Hundred Dollars (\$12,700.00).

Thank you for the opportunity to submit this proposal. If there are any questions concerning any of the above, do not hesitate to contact us.

We look forward to another successful project.

Very truly yours,

WV Engineering Associates, PA



Mark D. Vincello, PE

Proposal Acceptance:

Signature

Date

	Group 1	Group 2
Budgeted	884,521	283,455
Estimated W/Certified Rates	698,771	340,146
Estimated difference	185,750	(56,691)
Net Estimated Surplus (12 months)	129,059	
Net Estimated Surplus (11 months)	118,295	

ROBERT D. HAIGHT, ARCHITECT

9 RIVER STREET
WINDSOR, VERMONT 05089
802.674.2151

DATE: 20 SEPTEMBER, 2011
PROJECT: UNITY NEW HAMPSHIRE OFFICE RENOVATIONS
TO: GREG CHANIS
COUNTY ADMINISTRATOR
SULLIVAN COUNTY COMMISSIONERS' OFFICE
14 MAIN STREET
NEWPORT, NH 03773
RE: LETTER OF AGREEMENT

Dear Greg:

I am pleased that I will be able to work for with you in Unity. It is clearly a well built facility, well suited to the intended use in need of mostly some small "tweaks" to arrange the offices and to bring it up to code.

As this will be a project of limited scope from an architectural point of view, I feel it appropriate to clearly identify the scope of services I will be performing. Clearly, I would be pleased to help in any and all ways, however since it is a fairly simple project and you have some experienced people around there is no need for me to create overly detailed documents or to be on-site other than as needed.

Building Plans

Generally speaking, you will only need basic floor plans to move this ahead. I plan to use the pages you provided to input the plans into AutoCAD. As soon as I have them entered, I will visit the site again with a tape to generally verify overall dimensions and to identify the variations between the building and the drawings. All we need is general coordination, not dimensional precision. Later, when we have specific things in mind, it may be necessary to get exact information for certain areas.

Building Code Review

It is always best to do some general building code review. Given that the building is sprinklered and of masonry construction, I do not anticipate any significant problems, but would rather take a little time before we go to far.

A question still remaining will be for us to determine who the "Authority Having Jurisdiction" will be for this project. I would like to discuss the project with them as soon as possible to avoid any concerns later.

Schematic Design

As soon as the plans are ready, I will prepare some basic concept sketches using the programmatic information you provide to consider the

options available to us. These sketches will be only as detailed as necessary to convey ideas to the tenant. It will be at this time that we will meet with the tenant to get their input and criticisms.

Design Development

After we have the basic concept worked out with the tenant, we should start talking to contractors. As I mentioned, I have worked with All Seasons before and they would be a good choice. If you want to consider United or others we should. In this type of project, the contractor is important and can help establish how far I need to go with the drawings and such.

I expect that the drawings for this project will be mostly plans with notes and schedules. e.g. "move this door..." or "add wall...". There will be finish schedules to indicate what gets carpet and such.

Clearly, if and where needed, we will provide more details, but we won't know until we get to that point.

Local Permitting

I do not know what local permits if any are needed here. It does not appear to have any zoning or other issues, but I want to be certain that we look into it.

Bidding and Budgetting

A project such as this usually turns out to require a larger number of on site meetings with contractors than when creating a "bid set" of documents. I will obviously be available to you as you see appropriate.

Professional Fees

My intent is to perform the work on an hourly basis at my usual rate of \$95 per hour. I will provide a daily breakdown of work performed with my invoices.

It is difficult to estimate the total costs of services for this project. The building code review will be minimal. Creating base drawings from information provided by you will only take a few hours. I would expect to spend at most a day creating schematic plans to consider the options. We might have 2-4 hours involved with discussions between myself and the tenants and another hour or two meeting with the officials. I do not think we are going to have to go through long series of design options. I can keep you apprised of the time as we go.

I believe this is a correct understanding of the desired work. If you have any questions, please call at any time. If there should be any misunderstanding, obviously do not hesitate to bring it to my attention

Thank you.

Yours very truly,

Robert D. Haight, Architect

RDH/hs