

**SPECIAL
WAYS & MEANS COMMITTEE MEETING**

Kiawah Island Municipal Center
Council Chambers
September 13, 2016; 1:00 PM

MINUTES

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

III. 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.

IV. Roll Call:

Present: John D. Labriola, Mayor Pro Tempore
 Charles R. Lipuma, Mayor
 Mary Johnson
 John Wilson
 Craig Weaver

Also Present: Dorota Szubert, Town Treasurer
 Petra Reynolds, Town Clerk
 Pamela Heath, Young Office
 Kelly Gilreath, LS3P

VIII. New Business:

A. Request to Approve the New Municipal Center Furniture, Fixture, and Equipment (FF&E) Bid Proposal

Mr. Labriola stated the Town received four bid proposals in response to the Furniture, Fixture, and Equipment (FF&E) Request for Proposals (RFP) and was pleased to say that all the bid proposals received came in under the budgeted amount of \$439,000.00. Mr. Labriola stated representatives from LS3P and Young Office were present to answer any Committee Members' questions or concerns.

Mr. Wilson questioned if the proposal figures were inclusive of all FF&E items or if there are items budgeted which were not in the bid proposals. Mr. Labriola confirmed all items were included in this separate budget and once approved would be the last item under contract.

Ms. Tillerson gave a brief history of the process by which the FF&E was selected noting that selections were by MCC and staff members. She pointed out the furniture for the Mayor's office was determined not to be the furniture designated. The selection will be revised, at a later time before the November order date, by the Mayor and Ms. Gilreath. Ms. Tillerson stated the request is to approve an amount, not to exceed \$350,000.00, to make the necessary changes. Members discussed the proposed contingency.

Ms. Tillerson introduced Ms. Gilreath, with LS3P and Ms. Heath with Young Office. Ms. Gilreath gave the Members an appraisal of her experience in working with Ms. Heath and Young Office.

Mrs. Johnson questioned if the Committee would be discussing all the bid proposals since a recommendation had not yet been made. Members discussed that the proposals were based on the RFP with the exception of the workstations. Ms. Gilreath stated the Town selected *Steelcase* workstations which could only be bid by their distributors, Young Office. The other bidders configured workstations from other companies to match the basis of design in the RFP. She also noted Young Office was the only bid proposal which priced the exact items listed in the RFP, as well as the low bidder.

Mayor Lipuma made a motion to recommend Town Council accept the proposal from Young Office in the amount of \$339,663.94 with amount not to exceed \$350,000.00. The motion was seconded by Mr. Labriola.

Committee Members discussed the reason for the change of the furniture in the Mayor's office, and the contingency is an amount additional to bid proposal amount. Ms. Tillerson noted that with the inclusion of the contingency, Young Office was still the lowest bid.

Following the discussion, Mr. Labriola called the question on the motion to recommend to Town Council the acceptance of the proposal from Young Office. The motion was unanimously passed.

Ms. Heath discussed the timeline which included the placement of the order in November to insure the quoted prices and that fabric can be sent to the vendors. She noted the delivery date can be selected for a future date.

B. Approval of Builder's Risk Insurance for the New Municipal Center

Mr. Labriola stated in processing the AIA contract with Thomas Construction the Town excluded certain insurances which included Builder's Risk. At this point Builder's Risk insurance is required before construction can go vertical. The determination was made to purchase the insurance through Thomas Construction who received a quote through Zurich Insurance Group for \$18,500.00 and will go against the project's contingency.

Ms. Tillerson stated the Builder's Risk Policy will include coverage against earth movement and flood. She added that Mrs. Szubert has thoroughly researched the insurance and agreed that Zurich was the best company. The policy will have the Town as the additional insured and will cover transport and onsite storage of materials and cover both entities.

Mr. DeStefano, resident and member of the Municipal Center Committee, expressed his concerns that the Builder's Risk Policy was not in place at the time the contract was signed with Thomas Construction. Under the current AIA contract with Thomas Construction the insurance is the responsibility of the Owner. He indicated with Thomas Construction

purchasing the insurance, he felt it is imperative to change the AIA contract to reflect the insurance being the responsibility of the contractor. This would insure the proper amount of coverage, as specifically stated in the A-201 of the AIA contract, is purchased.

Members engaged in an in-depth discussion of Mr. DeStefano's concerns and agreed that in addition to the work that has been done by Cedrus and Thomas Construction with Zurich, further queries would be made to insure the proper coverage is in place. Mr. DeStefano also suggested that checks are made to insure all contractor's liability insurance policies show the Town as an additional insured.

Mayor Lipuma made a motion for the expenditure of an amount not to exceed \$18,500.00 in premium for Builder's Risk Insurance with Zurich. The motion was seconded by Mr. Labriola and was unanimously passed.

XIII. Citizen Comments:

None

XIV. Council Member Comments:

None

XV. Adjournment:

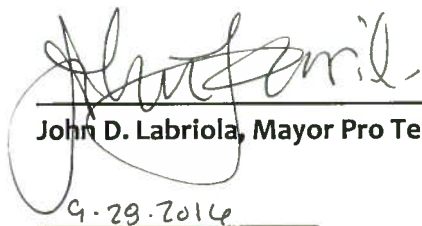
Mr. Wilson made a motion to adjourn the meeting at 3:25 pm. The motion was seconded by Mayor Lipuma and unanimously approved.

Submitted by,



Petra S. Reynolds, Town Clerk

Approved by,


John D. Labriola, Mayor Pro Tempore

9.29.2014
Date