

DEEP BAY IMPROVEMENT DISTRICT
MINUTES OF THE SPECIAL BOARD MEETING

December 7, 2018

Trustees: Don Milburn, Chair
Dave Simpson
Bob Leggett
Linda McKay
Claire Hilscher
Candace Cowan

Regrets: Tom Plensky

Staff: Leslie Carter, Administrator

Guests: 4

Call to Order: 10:07 am

Motion: to approve agenda for current meeting

Candace Cowan Seconded: Dave Simpson Vote: Carried

New Business:

Two bids have been received for the Construction Management position and were opened and reviewed on Dec. 6, 2018 at 3:00 pm by Carsten Jensen, Architect and DBID trustees. Carsten provided a grid to determine completeness of the bids based on the bid document requirements and both bids were considered complete.

Firm	Pre-Construction	Construction	Construction Time Frame	Total Bid
Magnum	\$9,750	\$64,250	40 weeks	\$74,000
AFC	\$20,000	\$231,600	32 weeks	\$251,600

Dave Simpson is completing reference checks and provided a verbal report of a review of each bidder's submission.

Motion: to recommend that interviews not be conducted based on previous meetings with bidders and complete information included in bid documents

Dave Simpson Seconded: Bob Leggett Vote: Carried

Motion: to award Deep Bay Fire Hall Construction Management contract to Magnum Project Management

Bob Leggett Seconded: Dave Simpson Vote: Carried

Administrator to contact Carsten's office regarding awarding of contract and next steps for contract signing. Carsten has stated that he is starting work on the working drawings.

Claire left the meeting at 10:45 am

Discussion of Fire Hall Replacement Committee moving forward and formalizing agreement with Christo Kuun as Owner Representative:

- Once construction starts, it will be a closed site with no access to anyone other than Construction Manager and Owner Representative
- Formal agreement needs to be written up for Christo, Bob and Dave will work on this and include appropriate remuneration

- Christo would like to see committee remain together to provide input on any issues that may arise. There is a lot of experience on the committee that will be beneficial if any major issues arise
- Christo will need to have a designate if he is going to be away at all
- Board will manage change orders so regular committee meeting shouldn't be required
- Committee can provide input for pre-budget work to ensure everything required is included
- Christo will need to have some discretion for change orders. A suitable dollar amount per change order will need to be determined as part of the agreement.
- Draft agreement to come to next board meeting on Dec. 19, 2018

There being no further business, the meeting was adjourned at 11:30 am

The above minutes were approved by the Board of Trustees on December 19, 2018.

By: _____
Chair of the Trustees

Officer