

From: andre...@hotmail.com <andrews1958@hotmail.com>
Date: Monday, February 20, 2023 at 8:04:58 PM UTC-5
Subject: SBAC Questions / Comments / Thoughts from David Andrews #1
To: penny...@capeelizabeth.org <penny.jordan@capeelizabeth.org>, Cynthia Voltz <cvoltz@capeelizabethschools.org>
Cc: cesbac@capeelizabethschools.org <cesbac@capeelizabethschools.org>

A few questions, comments and thoughts to discuss at our next meeting.

Do we want to hire one person or a company to fill the owner's rep position?

Pros for hiring one person:

- Much cheaper.
- In most cases you will develop a better one on one relationship.
- Easier to estimate and forecast the Owner's Rep project costs.

Cons:

- More difficult to find one person that meets the project's needs.
 - * Experience in studies, engineering, design, project controls, contracts, construction.

Pros for hiring a company:

- Multi-disciplined resources to pull from.
- Years of combined experience.

Cons:

- Very expensive. These companies make their money by chargeable hours. Everything has a cost. Travel, multiple in house reviews within their departments, etc. You have to manage these companies the same way as you would do with a contractor.

Do we have any sort of guidelines/ procedures when checking references from possible candidates? Minute conversation? Does two or more from our committee need to be present when conducting the call?

Do we want to direct hire the owner's rep and have him/ her work for the town on a temporary contract? It will be cheaper in the long run rather than hiring a company or a single person business. You could also come up with a better estimated budget. Hourly or salary rate x how many estimated months. This would give you a ROM estimate.

I spoke to the VP of one of the larger construction firms in Maine along with a Senior Project Manager from the Portland area. Their answers to my questions were very interesting.

Q- Are your companies having difficulties in finding experienced project managers?

A- Yes. It is extremely difficult to find along with trades people. The good ones are always working. Some will send their CVs as they are just testing the market to see what is out there.

Q- Where do you find candidates for the management positions that you have open?

A- Searching on LinkedIn or by using professional recruitment agencies.

Q- What is important to potential candidates when you interview them?

A- Job stability. Money, benefits and incentives. Regular 40 hour work weeks. No interest in traveling.

Q- What would you expect to pay a Senior PM? What sort of package.?

A- A salary of around \$120,000 to \$130,000 would be somewhat expected salary for a PM with 7 to 10 years experience. A very senior PM could go as high as \$200,000 or more. We offer our employees M/D/L insurance. 401k with matching funds. Tuition reimbursement and bonuses.

Q- How are the contractors that you work with.

A- Like everyone else, they are also having a hard time finding good employees. A lot of the contractors are very savvy when it comes to contracts and scope of works. They will come in low and then inundate you with change orders. You had better have a good person on your side as the Owner rep to protect you from their change orders and schedule delays.

I think our main priority for hiring an Owner's is to make sure we find the right one not just to hire one for the sake of having one. To me this is a key position on the project which can make or break it. If we do not receive any more responses to our posting, I would recommend that we go through a recruitment firm. It would be money well spent. If required, I can fill this position until we find the right candidate for the job.

How do we keep our bidding process confidential? What can we post and cannot post for info that will be available to the public? Won't the candidates have access to our town website? Once we get to shortlisting and negotiating the candidates pricing we will need to make sure we go through a fair bidding process that protects both us and the candidates.

Once we decide on the best candidate what sort of contract will we use? Does the town have their own that will be used? What sort of liability does it include\ require? What level of authority will the Owners's Rep (OR) have?

Does the architectural firm that did the original design provide OR service?

Thoughts / ideas on next steps for OR applicants.

After we all agree on which applicants we want to move forward on:

***** Do we want to bring them all in? Sometimes in person meetings may change your mind on who you pick?? Just a thought...

- Bring them all in at one time and we do a presentation on what we have to date and what we are looking for in the future budget/ design and construction.

* Members in our group will be assigned to put together and chair the presentation.

* Site walk.

- Candidates will then go back and put together there own presentation which will include:

* Their proposed plan on how to execute the work. What is their plan?

* A 3 point cost estimate. Best case. Worse case. Most likely.

* Level 1 schedule. High level. 10 to 15 line items

Again, just some thoughts, ideas and questions.

Sent from my iPad

From: David Bagdasarian <dbagdasarian@capeelizabetschools.org>

Date: Monday, February 20, 2023 at 8:51:21 PM UTC-5

Subject: Re: [CE SBAC] SBAC Questions / Comments / Thoughts from David Andrews #1

To: andre...@hotmail.com <andrews1958@hotmail.com>

Cc: penny...@capeelizabeth.org <penny.jordan@capeelizabeth.org>, Cynthia Voltz <cvoltz@capeelizabetschools.org>, cesbac@capeelizabetschools.org <cesbac@capeelizabetschools.org>

Hi,

Lots of good food for thought!.. The expertise needed for this project is beyond anything a single PM could handle. Colby Company struggled to have the personnel to handle the civil, electrical, mechanical, and fire protection engineering needed in a project of this size. So it would be a real challenge for one person.

I anticipate the RFP responses to be precisely, like David said, billable hour rates. I suggest that this committee set a not-to-exceed amount that gets us to concept design/referendum. After that, it could cost up to 5% of the total program cost, but it will pay for itself if we get the right firm in place.

From: Cynthia Voltz <cvoltz@capeelizabetschools.org>

Date: Monday, February 20, 2023 at 8:57:27 PM UTC-5

Subject: Re: [CE SBAC] SBAC Questions / Comments / Thoughts from David Andrews #1

To: David Bagdasarian <dbagdasarian@capeelizabetschools.org>

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Hi Everyone,

Thank you David A and David B (for those who haven't met him, David B is the town and school Facilities Director) for asking these questions and raising your concerns.

Just a reminder we can't have a discussion via e-mail. This is all great information, and I look forward to discussing with the group at our March 2 meeting.

Cindy