

**Lewis County Health Systems  
Planning and Facilities Committee  
Virtual meeting**

**Date:** November 18th, 2020

**Call to Order:** 2:00pm

**Adjourn:** 3:10 pm

**Present:** Jerry Cayer, Peter Farney (via google meets), Jeff Hellinger, Denise Hirsch (recorder via google meets), John Lehman, Phil McDowell, Donald Musnicki, Frank Pace, Karen Rennie, Susan Ross  
C&S Representatives joined meeting via google meets

**Excused:**

The meeting for today was scheduled for C&S engineering to provide the committee with a proposal presentation for the Resident Project Representative for the Hospital renovation and expansion project.

C&S representative presented the committee with their proposal for the Resident Project Representative. C&S would ensure compliance with design, analytics and financial, review of monthly bills, to verify over charges and credits, technical aspects of the project. C&S representative stated not all medical constructions, there is medical uniqueness. C&S will focus on medical construction best practice, the five healthcare constructions best practices for occupied healthcare facilities. Preliminary Investigation and inspections, Infection Prevention and risk assessment requirements, interim life safety, plan development, ensure utility shut down and planned and communicated as well as proper project closeout.

Ben Johnson, C&S , stated once the bids are awarded for the Resident Project Representative, C& S will begin with the following: Preconstruction meetings, scope management, verify the scope of work, define and validate requirements and the project vision, Risk Management, identify and analyze risk, maximize the positive and minimize the negative, be proactive. Schedule meetings manage multiple schedules from prime contractors, drive and update a realistic construction sequence. C&S uses Procore Construction Software.

Mike, C&S construction stated the following: They will prepare and keep detailed daily reporting with photos, tracking work progress, short duration goals, long duration goals. C&S will look for any early alerts that would cause larger impact issues, so they are out in front of any issues, material, manpower etc. C&S is an experienced team, owner, design team, contractors, we all succeed. Build an atmosphere of teamwork, solid and positive working history with BCA and their software.

**QUESTIONS:**

Mr. Musnicki asked, do you use AIA contracts?

C&S responded, yes, we use AIA contracts.

Mr. Lehman asked, will C&S be included in the bid process.

C&S responded, yes, they would like to be involved with the bid process, actually we would like to be involved prior to the bids going out. C&S suggested having both a project and a construction manager for about a week, to look at the documents and plans, will

only charge for the time put into it. The Architects will have a Prebid meeting, and the Resident Project Representative should be in attendance to answer any questions that may come up. The project would run more efficiently with the two people on the job.

It was asked about following the COVID guidelines.

C&S will also provide oversight for air monitoring, ante rooms, HEPA filtration and will follow COVID compliance guidelines. They will assure that contractors are testing their own employees.

Mr. Musnicki asked if C&S would have their own construction trailer on site.

C&S responded, if there is a vacant back office not being utilized, we could use that if available to save on the extra fee for a trailer. But with the current COVID restrictions, an onsite trailer with a desk, drawing table on site would be best.

Mr. Lehman asked, how often would C&S meet with staff.

C&S stated 1-2 times a week if needed.

Mr. Cayer stated we are a 24/7 facility. How would you prevent noise disruptions? Can you put up sound barriers?

C&S stated we will make project oversight adjustments to working hours, wet saws instead of jackhammers, and will put up sound barriers as needed, we will handle it case by case.

Mr. Cayer asked, will you be working with our design team to discuss areas of responsibilities?

C&S, yes, we will work with the design team, and a responsibility matrix will be created or who is responsible for what. Meeting minutes will be prepared, we are here to represent the owner.

C&S stated they felt the schedule prepared and presented is very realistic and well put together. With a January 2022 completion date, can see contracting pushing to get it completed and demobilize the week of Christmas to finish up before the new year.

C&S asked when they could plan on hearing a decision.

Mr. Cayer stated mid-December. We are currently awaiting CON approval.

C&S thanked the group for their time and stated they look forward to our decision.

Conference call ended with C&S at 3:10 pm

Respectfully submitted



Frank Pace  
Director of Facilities