

Laketran
August 2022 Special Projects Committee Meeting- CT Consultants Owners Rep. Interview
August 31, 2022
1:45 pm-4:00 pm Eastern Time

1. Meeting Called to Order - 1:48 p.m.

Mr. Swanson call the Special Projects Committee Meeting to order at 1:48 p.m.

2. Roll Call

Donna McNamee

Lane H. Sheets

Gary L. Swanson

Charles J. Zibbel

Benjamin S. Capelle

Brandon D.R. Dynes

3. Pledge of Allegiance

All

4. Mission Statement

5. Public Comments

None

6. Approval of Minutes

- a. Motion to approve the Laketran Special Projects Committee Meeting minutes of June 21, 2022 was made by Mr. Sheets - Seconded by Mr. Zibbel

"AYES": Messrs. and Messrs. McNamee, Sheets, Swanson and Zibbel

"NAYS": None

7. Overview of Interview & Scoring Process

Mr. Capelle gave a brief explanation of the interview process and reviewed how to use the scoring sheets.

8. Interview of CT Consultants

See attached interview questionnaire.

9. Old Business

None

10. New Business

None

11. Adjournment - 3:26

Motion to adjourn was made by Ms. McNamee - Seconded by Mr. Zibbel
"AYES": Messrs. and Messrs. McNamee, Sheets, Swanson and Zibbel
"NAYS": None

Gary L. Swanson
Chair Special Projects Committee



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Owners Representative Interview Questionnaire CT Consultants

1. **Gary-** Describe how you intend to communicate with Laketrans during the project?

Monthly status reports, progress photos, monthly meeting with finance, interacting with Communications.

Daily feed reports

Constantly updating RFI and CO logs

2. **Chuck-** Describe a project that went poorly. What did you/your team do to problem solve, find solutions, and/or improve the outcome?

It's not "went poorly." It's a challenge.

Never stop communicating. Things start going wrong is a result of not the proper people being engaged on the project.

3. **Lane-** Talk about your process for resolving differences between Owner, Architect and Contractor?

Working together. Collaboration.

4. **Donna-** What makes you nervous about Laketrans's project?

Phasing is an issue.

5. **Gary-** What makes you excited about Laketrans's project?

We love challenges. This is a fun job. This is our livelihood. We want to work on big challenging projects.

All Lake County firms working on a Lake County projects. This is exciting. To create a home for Laketrans's business and a home that works for your employees.

6. **Chuck-** What do you consider to be the three most significant challenges/risks to the successful completion of this project, and how will you help to mitigate those challenges?



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- *Tec: phased sets for construction documents will help reduce finger pointing during construction between trades.*
- *CT:*
 - a. Design and Phasing reviewed properly or we will be killed by change orders,*
 - b. Supply chain issues- Getting materials and getting the right materials,*
 - c. Quality control which is handled through CT's field inspectors.*

7. **Lane-** What value will your firm bring to Laketrans and this project?

We have the resources and the horsepower to get this project done.

8. **Ben-** This facility will remain in operation during construction. What will you do to ensure that operations are not impacted by construction?

Making sure heating, cooling, water remains functional. Put plan in place, and stay on contractors to keep the plan. Dust and noise control included this is process.

9. **Donna-** What actions would you take if the project is falling behind schedule or exceeding the project's budget?

CT will watch schedule and costs on a regular basis, weekly reports and weekly OAC meetings. Labor and material costs are the burden of the Contractor. Projected costs for change orders will be provided.

10. **Gary-** Explain your process during the plan review period.

Deep dive by design professionals with a lot of experience will review the design/drawings.

11. **Chuck-** Explain your process when a field problem arises and needs owner input to resolve?

It's a matter of being on site and understanding the problem. Coming up with a plan with Bowen and contractor. Coming up with multiple solutions to evaluate the best and most cost effective solution.

Laketrans will be kept in the loop on all change orders.

If appearance, or how building is used is impacted, Laketrans will be involved. CT will provide solutions and pros and cons. Laketrans will have ultimate decision.



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12. **Lane-** Laketrans is expecting a near full time person to be on site during the construction. What tasks and responsibilities will that person have?

Expectation is that CT will not be onsite 40 hours per week. Key inspections, discussing with contractor "I want to see this", pouring foundation likely will need a person on site 40hrs per week.

13. **Donna-** If the contractor is not following the plans or specification, how will your field representative react?

Stop what you're doing. Bring the proper people over. We need to stop and get it corrected immediately.

14. **Gary-** How many hours per week will your firm be onsite?

Expectation is that CT will not be onsite 40 hours per week. Key inspections, discussing with contractor "I want to see this", pouring foundation likely will need a person on site 40hrs per week.

15. **Chuck-** How will you be a strong advocate for Laketrans?

CT will act Laketrans's one call to answer questions/concerns from the public.

16. **Lane-** Safety is a high priority for Laketrans.
a. What would you do if workers were not using the necessary safety equipment?
b. How will you ensure the safety of the public and Laketrans employees around construction zones?

CT will provide a detailed plan for contractor lay down and what areas will remain open. Enforce this plan for the contractors.

17. **Donna-** Why is your firm the best for the job?

*This is the best team for the job.
This is a large local project. CT wants to make sure this project is successful. Wants to have repeat business.*