

From: [Ellen Angel](#)
To: [Penny Thompson](#)
Cc: [Shelly Lizotte](#)
Subject: FW: Maybe just an answer to this one
Date: Wednesday, February 5, 2025 6:21:12 PM

Here is a fuller response after Shelly and I discussed

From: Shelly Lizotte <rlizotte@artifexae.com>
Sent: Wednesday, February 5, 2025 6:12 PM
To: Ellen Angel <eangel@artifexae.com>
Subject: RE: Maybe just an answer to this one

Responses to those questions were within our email correspondence from 1/21/25.

Our contract is with the City, our progress reviews are able to be approved by Owner's representative – Maybe our contract can be modified to include the new chief as Penny stated.

We have tried our best to keep the City advised as we work through the process. (For much of 2024 our sole correspondence was with Penny because of a disbanded committee and a new chief).

Both the disbanding of the committee and the chief retiring were significant setbacks.

The Schematic design originally was approved early in 2024, we continued at that time to bring the size and cost down as the contract requires, but in order to get a better understanding of the actual costs, the design NEEDED to progress beyond the schematic phase, regardless of future design changes. The design doesn't reset at SD phase when changes are requested, we were 40% or more into DD phase when we did the changes from the cut and paste direction from the committee.

We needed to bring Rob back in at this phase (which was always part of our contract with Rob anyway) To make sure the Police Department requirements were met and also to help address the Councilor's concerns.

There can't be a hard stop between any phase, especially in a project with a schedule that is tight – regardless of changes in the program as requested by the new Chief.

Not sure what else to say.

Rayshelly Lizotte PE, LEED AP
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From: Ellen Angel <eangel@artifexae.com>
Sent: Wednesday, February 5, 2025 5:44 PM
To: Shelly Lizotte <rlizotte@artifexae.com>
Subject: FW: Maybe just an answer to this one

From: Penny Thompson <pthompson@cariboumaine.org>
Sent: Wednesday, February 5, 2025 12:44 PM
To: Ellen Angel <eangel@artifexae.com>
Subject: FW: Maybe just an answer to this one

It looks like in 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of Work, and request the Owner's approval.

Based on Page 1 – the owner is listed as City of Caribou.

In 1.1.7 Mike Gahagan is listed as the representative. He is retired. This should be updated.

In 1.1.8 I am listed as a person required to review submittals to the Owner.

At the end of the day, the City owns the project. The City Council is the decision makers, I am not taking sole responsibility for this project.

From: Penny Thompson <pthompson@cariboumaine.org>
Sent: Wednesday, February 5, 2025 12:37 PM
To: Ellen Angel <eangel@artifexae.com>
Subject: Maybe just an answer to this one

I seem to remember you saying that there was no magic end to Design Development but how do I answer this question:

What is the new date for submission of the Design Development package? This must be put on the agenda for one of our upcoming meetings. Approval by Council is required before Artifex is permitted

to proceed into the Construction Drawings phase. I want to make sure there is no misunderstanding on Artifex's part that they are not allowed to spend money on Construction Drawings until after Council approves their Design Development package. I asked in an earlier email why Artifex was spending money against Design Development 3 months before we approved their Schematic Design, but I never received a response. Would you please provide an explanation on this question?

Penny Thompson

City Manager

City of Caribou Maine

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