

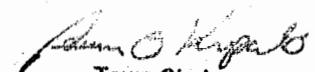
TOWN OF NEWINGTON

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ANNA REYNOLDS SCHOOL PROJECT BUILDING COMMITTEE 2021 FEB 16 PM 3:47

SPECIAL MEETING MINUTES

February 11, 2021, Zoom Event

  
Town Clerk

- I. Call to Order – Committee Chairperson Stephen Woods called the meeting to order at 5:18 PM.
- II. Roll Call – Members present: Stephen Woods, Chairperson; Michael Camillo, Chris Miner, Steven Silvia (left meeting at 6:04 PM), Cindy Stamm, Carol Duggan, and Jeremy Whetzel. Others present: Chuck Warrington (joined meeting at 5:20 PM) and John Koplas, Colliers International; Paul Vessella, Newington Board of Education; Lou Jachimowicz, Chief Finance and Operating Officer; Jason Smith, Principal, Anna Reynolds School; James Krupinski, Town Clerk; and Jeff Baron, Director of Administrative Services.
- III. Take Action on Prior Meeting Minutes – Ms. Stamm made a motion that the minutes of the Committee’s February 4, 2021 meeting be approved as presented. A second to the motion was made by Mr. Camillo. The motion passed unanimously by a vote of 7 YES to 0 NO.
- IV. Public Participation – None.
- V. Review and Take Action on Draft Request for Proposals – Mr. Woods requested that future drafts be distributed to the Committee in .pdf format, as some members had difficulty opening the draft that was distributed. Mr. Warrington joined the meeting and noted that the contents of the RFP (Request for Proposals) are more detailed than that of the RFQ (Request for Qualifications). The RFP would only be issued to the four short listed firms. He reviewed the document, which included the Scope of Design Services in addition to the amended AIA (American Institute of Architects) documents that will make up the project contract. Mr. Baron requested that the wording be amended to require the architect to name the Owner’s Project Manager as additional insured and also to revise the name of the owner’s representative on page 4 of the AIA B201-2017 document. Mr. Woods asked Mr. Warrington to have his office look at the wording for section 2.4.1.2 of the AIA B201-2017 document to verify that the percentages (90% vs. 100%) identified are correct in all instances. Mr. Warrington responded that the project design will be at 90-95%. It will be complete except for minute details. 100% of the design has to be completed and approved before we go to the State of Connecticut. His office will review number six of this section to see about changing it to 90%. On the control budget, Mr. Warrington stated that the finalists will each be asked at the interview if they can live with the control budget. If they agree to it, they should not be coming back looking for more when money gets tight. Mr. Warrington explained to the Committee that there are three major stages of design. The first is Schematic Design, which will end at about 35% of design completion. There will not be a lot of detail. The estimate will include a design contingency that will drop as the level of detail

becomes known. The second phase is Design Development. Project documents will become 65%-70% complete. There will be an estimate reconciliation that typically takes all day. It is to make sure that the scope, the quality and the quantity are aligned. The third major phase is at the 90% Construction documents level. There will be an estimate test again. This will provide a path forward (if the bids are higher than the budget, it will include things for the Building Committee to consider to get back to the budget amount). Mr. Woods asked about the architect's percentages (of section 6.5 on page 20 of the AIA B201-2017 document), are they negotiable? Mr. Warrington responded that yes, they were. What is listed are prescribed percentages. They can vary. The architect will be asked if they have the equivalent of a schedule of values. Their invoice will have this schedule. It will be identified on the Fee Form, which the Committee then looked at. Mr. Woods asked about the FF&E (Furniture, Fixtures and Equipment) fee. Mr. Warrington explained that this was the fee to design the furniture, fixtures and equipment that would be included in the project. It is identified in the control budget. Mr. Silvia noted that there was no money identified for passive energy solutions such as wind or solar. Mr. Warrington responded that the building was being designed to Connecticut high performance requirements, which is the equivalent of a silver LEED (Leadership in Energy and Environmental Design rating system by the United States Green Building Council) rating. The Town could purchase solar panels after the fact. With no specific design it is tough to include. Other school districts are doing a power purchase agreement, that would also be a possibility. Mr. Woods noted that the Town may also be looking at that. If it is available, maybe this is the time to at least plan for it. Mr. Warrington added that there was a need to analyze for the structural capacity on the roof. Councilor Camillo stated that the Town Manager was talking to someone about solar energy for all buildings in town.

Mr. Miner noted that, within the scope of the building committee charge, they have an opportunity to analyze the adjustments to the project on a Building Committee level rather than a staff level. Mr. Warrington responded that the project team will have a list to present to the Building Committee. It will be up to the Building Committee to accept those items 100%. There will also be value management items. Mr. Woods noted that other Committees have authorized the Chair to approve minor items in order to keep the project moving along. Councilor Miner stated that he was more concerned about major changes. He wants to look at everything along the way. Mr. Warrington then showed a budget example to demonstrate how values were tracked. He can then go down the list with the Building Committee. They can use this to track and to have control. Mr. Miner also stated that he was concerned that he would see elements of a project conceptually that change, but doesn't see the changes until they are gone. Mr. Whetzel asked about the costs of the data/telecom program. Mr. Warrington replied that it was a cost of the project. "Renovation" means that you will get reimbursed. The cost was assigned at \$1,500 per student. Mr. Whetzel then asked if it was a value-added thing to receive reimbursement? Mr. Warrington responded that you get the whole building renovated. Everything is included and reimbursable at the reimbursement rate. He also noted that the construction budget is what the architect will have to design to. The architect needs to have a professional estimator on board. They will assume that there will be a construction manager as opposed to a general contractor. A construction manager is highly recommended as it is the predominant delivery method. Mr. Woods asked if here were any large projects that were going with a general contractor? Mr. Warrington responded that Mansfield Elementary School was, but it is rare.

Under Special Requirements in the RFP, the architect is required to provide all documentation for the State. There are also meetings to be attended. Under Design Services,

all disciplines are covered unless we say they are not. The Committee will have to hire a Commissioning Agent, by law. Councilor Miner asked about the difference between a construction manager as adviser and a construction manager at risk. Mr. Warrington stated that Collier's has a spreadsheet that shows the difference between the two. The construction manager at risk holds all the contracts. With a construction manager as adviser the Town holds the contracts and cuts checks to each subcontractor monthly. A construction manager at risk owns what is in the contract documents. Usually they are capped at a 2%-3% contingency on renovation projects. Mr. Woods stated that sometimes there is a PLA (Project Labor Agreement) issue. Mr. Warrington stated that some Towns or Cities have this or require unions. He also noted that the construction manager is considered a professional service. They get a certain fee and can have an open book process. They are a partner. Mr. Miner stated that his point was that having a construction manager meant having two professionals on the team for the Town.

Mr. Warrington stated that the design team coordinates with the construction manager for things like phasing. Regarding the site survey, there will be some hidden conditions, but the Committee needs the architect to verify field conditions where possible. They will also have to survey the property and obtain all the permits. A third-party code consultant will be required. That person will work on behalf of the Building Official. Geotechnical borings are required. The architect may have to do test pits with a small excavator instead as it will be difficult to get equipment into the courtyard area. Mr. Warrington also covered hazardous material investigations, the agreements, and the criteria for selection. As to the submission logistics, they will be distributed electronically to the four finalists, who will submit written proposals and attend interviews. Mr. Woods felt that this would help those Committee members that are new. It is a detailed process. He is excited. Any questions on the process could be addressed to Colliers. Mr. Warrington spoke about the schedule. He expects to finish up architect selection in mid-March. The project is on the State's priority list. There is a letter for grant reimbursement. The original schedule calls for work in the summer of 2022. They may call for an early bid package so more summer work can take place. The project assumes 18 months. It could go 20 months. There will be a unit price per month. The construction manager will have a unit price as well. Mr. Woods added that this is an occupied building with more than enough time built into the schedule. Councilor Miner asked if the architect was set to a specific period of time for construction? Mr. Warrington responded that it depends how far you go. They will talk about what is the smartest way to handle it. It is a business decision. Mr. Miner noted that winter conditions can change, changes can be for a variety of different reasons. The architect will be eligible for additional fees. Mr. Warrington stated that he wants the architect to tell us up front what they will be. He also wanted to point out to the Committee that section 7.13 of the AIA B102-2017 document speaks to errors and omissions change orders from the architect. The Owner will be responsible for 1% of the contract value. The rest is negotiable.

Mr. Miner then made a motion that the Building Committee approve the Request for Proposals as presented by Colliers to distribute to the four architectural firm finalists selected by the Committee. A second to the motion was made by Mr. Camillo. There was no discussion. The motion passed by a vote of 6 YES to 0 NO.

- VI. Any Other Business Pertinent to the Committee – The Committee agreed that its next meeting would be the architectural interviews scheduled for March 4th.
- VII. Public Participation – None.

VIII. Comments by Members – None.

IX. Adjournment – the meeting adjourned at 6:31 PM.

Respectfully submitted,

*Jeff Baron*

Jeff Baron  
Director of Administrative Services