

**Town of New Fairfield
Permanent Building Committee
4 Brush Hill Road
New Fairfield, CT 06812**

MINUTES

Regular Meeting

Tuesday, February 11, 2020 at 7:30 p.m.

New Fairfield Community Room

33 Route 37 North

New Fairfield, CT

Members Present: Mike Del Monaco (Vice Chair), Paul Boniello, Ann Brown, Don Kellogg, Ed Sbordone (Alternate), Anthony Yorio (Alternate)

Members Absent: Dominic Ricci (Alternate)

Others Present: Phil Ross (BOE Director of Buildings and Grounds), Tony Iadarola (Town Engineer), Charles Warrington (Director of Project Management, Colliers Int'l. Project Leaders), Scott Pellman (Senior Project Manager, Colliers Int'l. Project Leaders), Peter Bachmann (Principal, JCJ Architecture), Rich Sanzo (BOE Director of Business and Operations)

Call to order

A quorum being present, Vice Chairperson Del Monaco called the meeting to order at 7:30 p.m. Mr. Del Monaco designated Mr. Yorio a regular member for the duration of the meeting.

Opening Public Comment and Participation

None.

Correspondence and Announcements

Mr. Del Monaco acknowledged a memorandum from Mike Gill, Chairman, Water Supply Committee of the New Fairfield Fire Department, regarding the water supply requirements and access for emergency apparatus placement for the school projects. Mr. Del Monaco asked that the memorandum be entered into the meeting minutes.

Approval of Minutes

Mr. Del Monaco moved that the minutes of the Committee's regular meeting of January 28, 2020 be approved as circulated; Ms. Brown seconded. The motion was approved by a vote of 4-0-1 (Mr. Kellogg abstaining).

High School and CELA/MHHS Building Projects

- **Architect Update** – Mr. Bachmann noted that the January 29th meeting with grant staff and plan review staff of the OSCG&R went very well. The next meeting, with Director Kosta Diamantis, will take place on February 21, 2020.

Mr. Bachman reported that tours of comparable recently completed school projects elsewhere in the state had taken place, namely comparable CELA schools Sandy Hook School and Barack Obama Magnet School, and comparable high schools Guilford H.S. and Daniel Hand H.S. in Madison. The first round of programming meetings for the High School project had been concluded. He expects to have developed a draft program for this project by the end of the week. Mr. Bachman further reported that programming meetings for CELA/MHHS will take place on February 12th and 13th, and that a draft program will be developed shortly thereafter. Draft programs will be circulated to the PBC after they have been approved by the Board of Education. Meetings with involved Town constituencies will be scheduled in coming weeks. Mr. Bachmann stated that JCJ will develop a draft milestone schedule, including a schedule of programming space requirements that is a necessary antecedent to any actual design work. The schedule will be sent to the PBC prior to their next meeting.

Dr. Sanzo commented that the design team will meet with the School Safety and Security Committee in early April. He noted that Mr. Yorio, as the Board of Finance representative to the Committee, will be in attendance, but that other PBC members are also welcome to attend. The design team's suggestions will be predicated upon the Committee's safety and security standards.

- **OPM Update** – Mr. Pellman distributed an updated OPM milestone schedule. He reported that the Commissioning Agent RFQ/RFP had been advertised on January 30, 2020. Submissions from proposing firms are due on February 21, 2020, in time to be discussed by the PBC at their meeting on February 25th.

The Committee discussed a draft RFQ for Construction Management Services that had been sent to them by Mr. Pellman on February 7th. They resumed a discussion, begun at their last meeting, of the relative merits of different project delivery methods. The RFQ drafted by Colliers asks proposing firms to include in their statement of qualifications the experience they have had delivering projects utilizing either cost of the work plus a fee delivery method, or cost of the work plus a fee with a guaranteed maximum price (GMP) delivery method, as well as a discussion of the advantages and challenges with the specific delivery method utilized and how that translated into the success of the project.

Mr. Warrington emphasized that it was not necessary to make a final decision regarding project delivery method prior to CM RFQ publication, and the Committee concurred. Dr. Sanzo suggested that the design team asks OSCG&R Director Diamantis for input on this issue when they meet with him on February 21st. The Committee will make a final decision regarding project delivery method prior to CM RFP issuance.

Mr. Del Monaco made a motion to accept the RFQ for Construction Management Services that had been proposed by Colliers. Mr. Yorio seconded. The motion was approved unanimously (5-0-0).

The CM RFQ will be advertised on February 13, 2020, and submissions will be due by March 4, 2020. This schedule will allow the Committee time to consider submissions prior to short listing no more than four firms at their March 10th meeting. Colliers proposes issuing RFP's to the shortlisted firms on March 11th, followed by a site walk in mid-March, and an RFP due date of April 3rd.

Messrs. Warrington and Pellman referred the Committee to sample CM fee proposal forms, circulated prior to this meeting. The Committee will undertake a review prior to the February 25th meeting.

Messrs. Warrington and Pellman reported that they had met with members of the town's finance department regarding invoicing, expenditure tracking, and alignment with the town's financial system. Mr. Warrington stated that Colliers would like to explicate their financial tracking system to the PBC, as well, to ensure that the Committee has a thorough understanding of their financial status reports. They confirmed that JCJ invoicing would be rendered to the town only through Colliers' review and reconciliation process. Mr. Warrington distributed sample invoice approval cover sheets (summaries) and invoices for JCJ Architecture services through January 31, 2020.

Mr. Sbordone observed that the PBC must approve requisitions for the total project fees in order for the Finance Department to create purchase orders for the entire project amounts, prior to individual invoices being approved.

Motions pursuant to this issue:

Mr. Del Monaco moved that the PBC issue a purchase requisition for JCJ architectural services for New Fairfield High School in the amount of \$4,134,350. Mr. Yorio seconded. The motion was approved (5-0-0).

Mr. Del Monaco moved that the PBC issue a purchase requisition for JCJ architectural services for CELA/MHHS in the amount of \$1,623,438. Ms. Brown seconded. The motion was approved (5-0-0).

Mr. Del Monaco moved that an invoice for \$31,702.40 for JCJ architectural services for New Fairfield High School be approved. Mr. Yorio seconded. The motion was approved (5-0-0).

Mr. Del Monaco moved that an invoice for \$13,506.65 for JCJ architectural services for Consolidated Learning Academy/Meeting House Hill School be approved. Mr. Yorio seconded. The motion was approved (5-0-0).

Dr. Sanzo reported that the legal and risk management review of the contracts for JCJ Architecture has been concluded. Mr. Del Monaco moved that the architect's contracts with JCJ be approved, and that he be designated as PBC executor; Mr. Yorio seconded. The motion was approved (4-0-1) with Mr. Boniello abstaining.

Dr. Sanzo reported that the legal and risk management review of the OPM contracts for Colliers Project Leaders is ongoing. He anticipates that the review will be completed in time for the PBC to consider approval of the contracts at their February 25th meeting. Mr. Yorio moved that consideration of the OPM contracts be tabled until the February 25th meeting; Mr. Kellogg seconded. The motion was approved unanimously (5-0-0).

- **Other School Project Items** – Dr. Sanzo reported that the Town has made an offer to purchase property located at 78 Gillotti Road (adjacent to the High School), and that he believed the First Selectman expected a decision reasonably quickly. Mr. Sbordone confirmed that an appraisal of the property has been done. Mr. Bachmann observed that an acceptance of the offer would affect the development of the milestone schedule, as the property would be used in the high school project. He stated that, pending the outcome of the purchase offer, JCJ would proceed with a design schedule based on the site as they currently understand it.

Town Buildings Inspections

This item was tabled until the next meeting.

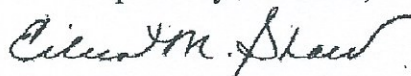
Closing Public Comment

None.

Adjournment

Mr. Del Monaco moved to adjourn the meeting at 8:40 p.m.; Mr. Yorio seconded. The motion was carried unanimously (5-0-0).

Respectfully submitted,



Eileen M. Shaw

Recording Secretary

Water Supply Committee

Michael Gill (c) 203-512-8970
mgexcap@gmail.com
Chief Bruce Taylor (c) 203-948-6892
nfchief@newfairfield.org

**New Fairfield
Fire Department**

Memo

To: Mr. George Marginetti, Chairman and Members
Permanent Building Committee, Town of New Fairfield
From: Mike Gill, Chairman Water Supply Committee NFVFD
Date: January 13, 2020
Re: High School/Early Learning Center Projects

As the Permanent Building Committee (PBC) begins your work in overseeing the design and construction of these two facilities I would like to bring to your attention that Town and school building projects must comply with the Town's Commercial Water Supply Ordinance as has been the case since the ordinance was passed in 1990.

Based on the size of the proposed structures each will have to comply with the requirements of the ordinance and the approval of the water supply for each building rests with the Fire Department (FD). I will be your primary point of contact for this process. Fire Chief Bruce Taylor will be the second point of contact. (contact info above)

In addition to compliance with the water supply ordinance, the Fire Department will also review vehicle access points to the structures, for placement of apparatus when we respond to emergency calls.

The Fire Departments review/approval of water supplies and access for apparatus placement are separate from those which may be required by the Town's Fire Marshal however, the FD will coordinate our efforts with the Fire Marshal's when possible.

Please keep both me and Chief Taylor advised of the design meetings schedule(s) and we will make every attempt to be present at the meetings and to make any reviews of the design plans in a timely manner.

As a point of interest, the following water supplies are on the existing school campuses:

- Consolidated School – 40,000 gallon in ground tank for fire apparatus connection only
- Meeting House Hill School – 40,000 gallon in ground tank tied into the pump system for the sprinkler system and separate connection for fire apparatus
- High School/Middle School – 45,000 gallon in ground tank for fire apparatus connection only. There are two suction points and the tank is recharged from the roof drains from the Middle School roof.

When planning for the demolition of the Consolidated School, the fire tank must remain after the building is demolished, to provide the FD an additional source of water for the churches and other residential homes in the area. At the High School/Middle School campus the fire tank must remain to provide the FD with a water supply for the remaining Middle School. Both tanks must remain accessible during the demolition periods.

Please let me know if your committee has any preliminary questions on the Fire Department's requirements.

We look forward to working with the PBC and your designers, engineers and project managers on these projects.

Received for Record

FEB 14 2020

at 11:40 AM and recorded by

Pamela J. Dohan
Pamela J. Dohan, Town Clerk, New Fairfield, CT