

Permanent Building Committee Revised Meeting Minutes

New Fairfield, CT 06812

Tuesday, August 13, 2019

7:00 PM

Commissioners Present:

Peter Viola

Ed Sbordone

George Martignetti

Olga Nanocchio

Andre Lisee

Commissioners Absent:

Mike Delmonaco

Guests Present:

Rick Regan- BOE

Marc Sklenka- Managing Director - Colliers

Chuck Warrington- Project Director - Colliers

Scott Pellman- Senior Project Manager - Colliers

Kris Hall- First Selectman

Dr. Richard Sanzo

Call to Order:

7:00 PM

Public Comment:

None

Andre Lisee has been elevated to full voting member for this meeting.

Peter Viola made a motion to approve the meeting minutes from July 23, 2019. Seconded by Andre Lisee. All in favor. Vote 5-0-0.

Update on School project-

Dr. Richard Sanzo stated that tours for the New Fairfield Public Schools were still open, including an upcoming tour on August 21, 2019 at 6 pm at Consolidated. Final resolutions for bonds are in the process to be approved.

Colliers- Project Leaders

Marc Sklenka had stated that Colliers augments New Fairfield's staff to represent New Fairfield exclusively, as they are not contractor reps, they are strictly owners representatives.

If a contractor submits a change order, it goes to the architect for review, along with the Colliers project leaders. The issues logs is shared as needed as to help manage the budget of the project. Colliers has developed a project management software system as well, along with a dashboard available to all clients to access.

The document portal will also be available for clients to access meeting minutes, schedules, specifications and additional project information.

Several intensive design reviews are conducted of any found issues and then forwarded to the design team for further inspection.

Financial management of Colliers includes the review of invoices, ensuring the delivery of the items stated on the invoices. Every invoice is tracked based on the focus of the project budget.

Monthly financial reports are additionally provided.

The construction manager's schedule is also monitored and posted as well, indicating day to day procedures. Consistency is also monitored, ensuring everything is running in a timely manner. Milestone schedules are also incorporated into the project, including a detailed analysis of day to day and week to week progress. These schedules are constantly evolving as a working fluid document to inform everyone about short term changes and processes in the project. The schedules are regularly monitored to ensure they match the application of payments. All of these procedures tie into quality control.

Colliers job is to carefully analyze the overall total project budget.

PLA is a project labor agreement, indicating 100% union relation on the designated project. Costs are usually raised by 10%, and there are typically less bids and competition.

Any major project consists of building construction costs (bricks, wood), related construction work (site work, landscaping, parking, utilities), furniture and fixtures, fees and expenses (consultants, legal, surveys), and contingency. Contractors are responsible for the building construction and escalation. Architects are responsible for the same duty and additionally the design of interior features (chairs, tables). Fees, expenses, and contingencies are not covered by Colliers representatives. Colliers ensures that no part of the budget is overspent. Contingencies are subjective. 5% of the constructive contingency is taken along with another 5% as the owners contingency.

The RFQ is tailored to give a detailed analysis of environmental and architectural factors, and Colliers job is to ensure that the analysis is as in depth as possible. They are modified specifically for clients. The RFQ is then placed in the hands of the town attorney for further review. The RFP is then attached to the shortlist of the RFQ once received back from the town attorney.

\$50,000 is the legal baseline budget for legal fees. \$5,000 or \$10,000 can additionally be included to cover contracts.

Timeline-

The process of architect selection is about 2 to 3 months in duration.

Building committee and BOE approval is required along with approval from the state, with a duration of about 2 months. The anticipated deadline is Fall 2023.

Peter Viola made a motion to adjourn the meeting at 8:32. All in favor. 5-0-0.

AUG 27 2019

Received for Record

at 3:31 p

M and recorded by

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