

**PERMANENT SCHOOL FACILITIES BUILDING COMMITTEE
SPECIAL MEETING
FEBRUARY 19, 2015**

The Permanent School Facilities Building Committee held a special meeting on Thursday, February 19, 2015 at City Hall (west conference room). Chairman Woods called the meeting to order at 7:00 p.m.

Committee Members Present

M. Woods, Chairman
J. Federico (BOE)
M. DeGrego (BOE)
B. Nunno
M. Ahrens

Also Present

B. Silver, Silver Petrucelli Assoc., A/E
J. Richetelli (MPS)
D. Funaro, Bismark Construction

Excused: M. Hardiman (BOA), R. Vitali (BOA)

Consideration of the Minutes of January 8, 2015 Meeting

Mr. Nunno and Mr. Ahrens made and seconded a motion to approve the minutes of the January 8, 2015 as presented. Motion carried unanimously.

Chairman Woods commented he rearranged the agenda putting the completed projects forward with the ones they may eliminate from the agenda shortly.

Status Report – East Shore Middle School Additions/Replacements – Phases I, II

Mr. Silver reported they were not ready to remove from this item from the agenda. He deferred to Mr. Funaro for a progress report.

Mr. Funaro stated the biggest thing is the temperature controls. He stated they are at the point where they can start commissioning the systems, being most challenged by the HVAC system. He stated he will be notifying Van Zelm next week. Mr. Funaro stated they will continue to address the HVAC system and get the controls to the requirements of the design specifications. He stated they are pushing Johnson Controls and have received good information from their representatives. He stated they are in the process of getting a sequence of operations of the controls. Mr. Funaro also reported he received a commitment from Johnson Controls that they would finish the first portion by this week and then Van Zelm will come in. Mr. Funaro stated it is his hope to have everything operating in the manner it was designed in the next few weeks and then they will present it back to Silver Petrucelli and continue through the punch list. He reiterated the hope is the controls work should be done in the next three weeks.

Chairman Woods asked about any other outstanding items from the punch list.

Mr. Funaro stated there are some minor items, such as some painting, some tiles in the bathroom. He stated he hoped to be done with those items next week.

Mr. Silver pointed out there is still a landscape punch list work.

Mr. Funaro stated they would address those items in the spring. He stated the site contractor is on board to do that, probably around April 15. Otherwise, he stated the punch list is pretty well wrapped up. Mr. Funaro explained the four rounded corners in the corridor skylight area that have to be addressed. He reiterated they are very close with the punch list. He stated he has about 85% of the close out documents ready to deliver to Silver Petrucelli to review. He stated once the control work is taken care of, they should be done.

Mr. Silver stated the plaza work if approved by this Committee tonight would also get done in early spring as well as the roof top HVAC unit catwalk work.

Chairman Woods asked how long that work would take.

Mr. Funaro stated it is all shop prepared, so it should install in a few days.

Mr. Silver mentioned the cracked glass in the media center which is being addressed as a warranty item, which is customary. He also commented with this very bitter winter, they have not had any HVAC freeze ups. Mr. Silver stated the mechanical contractor is very good at following through with issues. Mr. Silver went on to explain that after Van Zelm issues a commissioning report there is then the Connecticut High Performance Standards Report that Silver Petrucelli will have to file with the State. He explained it is a lot of back and forth corresponding so it is likely they will still be doing closeout paperwork in May or June.

Chairman Woods asked if there were any other change orders coming.

Mr. Silver stated there is approximately \$83,000 unencumbered in the various accounts. He also explained there are also some surplus funds that can be transferred from the completed asbestos projects. He referred to the handout, p. 1 regarding the Commissioning service CA back-charges.

Mr. Ahrens asked if the \$83,000 included the \$15,000 rebate.

Mr. Silver stated yes, and that the Bureau of School Facilities (BSF) is very sequential in their work with change orders. He referenced pg. 4, 5, 7, 8 regarding the plaza bench. He referred the Committee to p. 5 for the masonry work. Below that is the stone veneer option.

Chairman Woods stated the Committee needed to discuss tonight the entry level plaza for the front of the school.

Mr. Nunno and Mrs. Federico made and seconded a motion to approve the change order to the Bismark Construction Company contract in the amount of \$29,574 for the entry level plaza at East Shore Middle School.

Mr. DeGrego expressed concern with the location of the plaza and there being sufficient width at this exit way exit to the sidewalk area in the event of a fire drill. He spoke personally of exiting and or entering a building that is on fire. He stated it will force people to go straight out rather than scattering as many do. He reiterated his concern is with being able to safely exit the building quickly.

Mr. Nunno commented he disagreed. He stated the students during a fire drill would be exiting from various exits throughout of the school. He also commented on the number of students that would exit from the front would likely to minimal.

Mrs. Federico asked about moving the plaza away from the main entrance and to the west of the entrance to the building.

Mr. Ahrens stated it would lose the desired visual impact.

Mr. Silver stated there are 11 major means of egress out of the building which are double or triple doors. He stated the gymnasium is also up front and has 2 exterior doors direct to the outside. He stated we also have the main office in the front of the building. Mr. Silver also pointed out the sidewalk is approximately 18' wide served by 15' of doors. He stated if there were any concern from the Fire Marshal and the Building Department they would have addressed it already. He also pointed out the familiarity the staff and kids would have with the front area and also that the area would be well lit. He also stated the proposed plaza improvement is there for its aesthetic look which was the goal to make the main entrance and façade more appealing.

Mr. DeGrego reiterated his concern with students exiting a burning building and being able to do so in an orderly fashion.

Mrs. Federico asked about the brick versus the stone look.

Chairman Woods explained that is the purpose of the three planters.

Mr. Nunno asked Mr. Silver if there was a preference and/or recommendation.

Mr. Silver stated there is a lot of brick on the existing front exterior of the building, so the preference is the stone. He explained the details of the construction of the wall.

Mr. Nunno suggested the plaza be detailed with monolithic concrete underneath. He stated the bed may heave with the weather elements.

Mr. Silver explained there is a sand and gravel beds underneath the pavers which will help it to drain and help alleviate any heaving.

Mr. Funaro stated they are doing stone tops, not pre-cast on the tops. Discussion ensued.

Mr. Silver commented the stone is a bold move and definitely eye catching.

Chairman Woods stated he tended to agree with Mr. Ahrens that the brick blends into the building, but the stone does break up that element. Discussion resumed.

Mr. Ahrens asked if it was possible to defer the decision tonight until they can see the brick version.

Mr. Funaro commented the Committee did not have to make a brick vs stone decision tonight.

Chairman Woods stated the Committee could vote on the brick or stone at a later date.

Motion carried 4 yes (Ahrens, Woods, Nunno, Federico) and 1 no (DeGrego).

Mr. Silver stated to clarify; the Committee was asking him to render the perspective again, this time in brick and also with two different colors.

Chairman Woods replied yes.

Mr. Silver referred the Committee to p. 2 for the September furniture storage rental. He stated they need to formally approve the change order for OSF auditing purposes.

Mr. Nunno and Mrs. Federico made and seconded a motion to approve a change order to the William B. Meyer Moving Company for the storage rental for September, 2014 in the amount of \$420.00. Motion carried unanimously.

Mr. Nunno asked how many punch list items are left.

Mr. Silver stated there are approximately 50, but other than the HVAC controls, there's nothing big.

Mr. Silver referred the Committee to p. 3 of the handout. He asked the Committee to consider approving the change order to Silver Petrucelli for the renderings, drawings, details and construction administration for the front plaza entry.

Chairman Woods asked if the \$3,715.50 was the entire amount.

Mr. Silver replied yes.

Mr. Nunno and Mr. Ahrens made and seconded a motion to approve a change order to the Silver Petrucelli contract in the amount of \$3,715.50 for the entry plaza design and CA services for East Shore Middle School. Motion carried unanimously.

Status Report – East Shore Middle School Additions/Replacements – Phase III

Chairman Woods asked if Phase III is complete.

Mr. Silver referred the Committee to p. 3. He explained it is not just FF&E, but security and technology. He stated the bid for the work was awarded a while back to Omni Data. He went on to explain their work included data wiring and security data. He also stated they had to redo all of the exposed blue wiring in the lobby. Mr. Silver stated the re-circuiting change order actually came in lower than anticipated.

Chairman Woods asked if the \$83,000 included this credit.

Mr. Silver replied no.

Chairman Woods stated the original change order was approved by this Committee on October 19, 2015. He recommended the Committee amend the change order approval to a fixed value of \$21,156.00 to the Omni Data contract.

Mr. Nunno and Mrs. Federico made and seconded a motion to approve an amended change order to the Omni Data contract in the amount of \$21,156 for the upgrades to the equipment, amending the prior not to exceed \$34,658 change order.

Mr. Silver referred the Committee to p. 16 of the handout for the details and backup.

Motion carried unanimously.

Mr. Silver referred the Committee to p. 12 for the next change order. He explained with changing technology, when Omni was originally awarded the contract they did not want to use the mike boxes and proposed the net change, which included an additional 1600 lf of data cable. He also pointed cable allowance were built into the bid documents as the bidding contractors could not possibly know where every cable box and outlet was until they actually got into the job. He explained the cable allowance was based on a fixed, estimated length of the cable.

Mrs. Federico asked if the bid price came in higher and that is why the change order.

Mr. Silver replied, partially, yes. He stated he and Mr. Nardone are still working on this, but Omni Data is done with the work and he would like to release their partial payment.

Mr. Nunno and Mr. Ahrens made and seconded a motion to approve a change order to the Omni Data contract in the amount of \$5,273.44 to remove the air phone equipment and install upgraded equipment per staff request at East Shore Middle School. Motion carried unanimously.

Mr. Silver referred the Committee to p. 14 for the details of the last change order which he stated are a change order credit. He stated this was reviewed by Mr. Nardone and they are recommending this. He explained there were two upgrades and the removal of one controller.

Mr. Nunno and Mrs. Federico made and seconded a motion to approve a change order credit to the Omni Data, LLC in the amount of \$2,404.85 for the access point swap and remove the controller at East Shore Middle School. Motion carried unanimously.

Mr. Ahrens pointed from the \$83,000 balance, with the approved change orders the Committee just paid out, the balance is approximately \$56,000.

Mr. Silver stated he would be going over the numbers with the Finance Department in the coming days.

Chairman Woods stated the next four items are new projects recently forwarded to the Committee by the Board of Aldermen. He stated initially the Committee needs to select an architect for each of the projects. He explained all of the projects are new except for the haz mat material work at Foran High School. He explained because the Committee originally hired and had Silver Petrucelli prepare the design plans, it would be his recommendation to have Silver Petrucelli do the final phase abatement design work at Foran. He stated the other projects are new and that the Committee had the option to go out to bid for a new architect. Chairman Woods stated for the Foran project it only made sense to consider Silver Petrucelli. He asked Mr. Silver to make a presentation regarding that particular project.

Mr. Silver referred the Committee to the last page of the handout (dated 2/16/15). He explained the work is for the green wing and small areas in the shop wing. He stated when this project last went out to bid the cost for these areas was \$570,000. He stated even though this project was previously BSF approved, they still have to go up to the BSF for re-approval. He also stated he did not feel the City did not fare well with the bids last year. He noted they did go out to bid late, but this time they are much earlier. He stated Enviro Science must execute a good part of this project. He stated the value of the proposal could be found on p. 3.

Mr. Richetelli stated the aldermen approved \$2M for both high schools.

Mr. Ahrens asked if any work had been done at Jonathan Law.

Mr. Nunno asked if this would finish Foran, but not Law.

Mr. Richetelli replied yes.

Chairman Woods asked if the work included lead dust work.

Mr. Silver replied yes and explained the restrictions that had been put on by the health department previously. Discussion ensued.

Mr. Richetelli commented it only made sense to complete the work at Foran.

Chairman Woods explained the history regarding the lead dust that was found years ago at Foran. Discussion resumed.

Chairman Woods asked about the prices on p. 3 and asked if it included Enviro Science.

Mr. Silver replied it did. He explained the fees on p. 3. He stated the full time environmental construction administration fee is the largest number. He stated this is an estimate by Fuss & O'Neil.

Chairman Woods asked Mr. Silver if the architectural fees were fixed.

Mr. Silver replied yes, only the construction administration services for Enviro Science was not a fixed fee, but a not to exceed fee. He stated last year that \$22,825 fee was \$14,000.

Chairman Woods asked Mr. Silver how quickly he could get up to the State.

Mr. Silver stated the earliest they could get an appointment with the State would be early April.

Mr. Richetelli stated he could get the specifications on the Board of Education's March 9th agenda and then he would be able to file electronically with the State the next day.

Chairman Woods asked the timetable so they could get the work done this summer.

Mr. Silver stated it is likely they will only need the one appointment with the State and then they should be able to go out to bid in May.

Chairman Woods asked if the work could be done even with the summer camp at the school.

Mr. Richetelli replied yes.

Status Report Re: Hazardous material Abatement/Tile Replacement Project.

A) Joseph A. Foran High School – Selection of Architect.

Mr. Nunno and Mr. DeGrego made and seconded a motion to accept the Silver Petrucelli proposal dated February 16, 2015 for a combination of fixed and not fixed services totaling \$41,025. Motion carried unanimously.

Mr. Silver left the room at 8:26 p.m.

Chairman Woods reiterated it only made sense to have Silver Petrucelli do the work at Foran due to the other phases which they have already completed. He stated Silver Petrucelli has done all the work at Foran, as well as Harborside, West Shore and Jonathan Law. He also stated Silver Petrucelli did the original middle school

conversion in the late 1980's. Chairman Woods stated the building committee wanted to go out to bid for the projects completed last summer, but due to time constraints they were unable to do so. He stated this time there is time to request proposals from other architects. He explained they are not required to take the lowest bid like with contractors, where they have to take the lowest responsible contractor. He stated the Committee could request proposals from Silver Petrucelli and put out an RFQ for other architects.

Mrs. Federico asked if the Committee went out to bid and ended up selecting Silver Petrucelli, if it, would be a problem.

Chairman Woods stated the main argument is transparency. He went on to explain the process.

Mr. Ahrens stated he agreed with the need for transparency and competition would be a good idea. A brief discussion ensued.

Chairman Woods stated the second thing the Committee needed to decide was the other 11 projects. He stated an architect is needed for the Jonathan Law project, which is basically a tile replacement. He stated West Shore Middle School is the largest project, so there could be more than one architect; and then the 8 roof projects at the elementary schools.

Mr. Richetelli commented he felt strongly the Committee needed to select one architect to oversee all of these projects. He stated there is a tremendous learning curve, especially working with the OSF and the city financial processes. Also, when the State comes down to conduct an audit years later after the project(s) has been completed, it is important to have an architect you can rely on. He stated having one architectural firm that becomes familiar with your buildings is very important.

Mrs. Federico asked if there were multiple architects would the projects proceed faster.

Chairman Woods questioned whether one architectural firm could handle this number of projects.

Mr. Ahrens pointed out the elementary roofs are basically cookie cutter. Discussion ensued.

Chairman Woods asked the Committee if it was the consensus to put out the projects under one RFQ.

Mr. Nunno stated the Committee could then award to whomever it wants.

Chairman Woods explained the Committee would receive written submissions which the Committee would then have to review.

Mr. Nunno added it would give the Committee time to research each of the architects and their work ethics. Discussion resumed.

Mr. Richetelli stated the invitation would go to the DAS website which is monitored by all firms. He stated there are also trade associations, etc.

Chairman Woods stated there should be one architect for the 8 elementary school roofs, but there could be another architect for the other projects, especially West Shore Middle School. He stated he would not want more than two architects selected for all projects.

Chairman Woods asked if it was the consensus of the Committee to select an architect for the various projects based on an RFQ, except the Joseph A. Foran Hazardous Material Abatement/Tile Replacement Project. He commented the RFQ and selection process is tedious. Discussion ensued.

Chairman Woods stated the Committee does not have to decide tonight on whether it will hire one or two architects for all of the projects, but they would take the recommendation of Mr. Richetelli under advisement. He also stated it was important to understand that this decision to go out for an RFQ is by no means a vote of no confidence in Silver Petrucelli.

B) Jonathan Law High School – Selection of Architect

By consensus of the Committee, it was decided the Committee would put out an RFQ for the 11 projects, except the Joseph a Foran Hazardous material Abatement/Tile Replacement Project.

Status Report Re: West Shore Middle School Addition/Renovations/Code Compliance – Selection of Architect.

By consensus of the Committee, it was decided the Committee would put out an RFQ for the 11 projects, except the Joseph a Foran Hazardous material Abatement/Tile Replacement Project.

Status Report Re: Harborside Middle School Roof and Window Replacement Project – Selection of Architect.

By consensus of the Committee, it was decided the Committee would put out an RFQ for the 11 projects, except the Joseph a Foran Hazardous material Abatement/Tile Replacement Project.

Status Report Re: Elementary School Roof Replacement Projects

- A) Calf Pen Meadow Elementary School – Selection of Architect
- B) John F. Kennedy Elementary School – Selection of Architect
- C) Live Oaks Elementary School – Selection of Architect
- D) Mathewson Elementary School – Selection of Architect
- E) Meadowside Elementary School – Selection of Architect
- F) Orange Avenue Elementary School – Selection of Architect
- G) Orchard Hills Elementary School – Selection of Architect
- H. Pumpkin Delight Elementary School – Selection of Architect

By consensus of the Committee, it was decided the Committee would put out an RFQ for the 11 projects, except the Joseph a Foran Hazardous material Abatement/Tile Replacement Project.

Mr. Silver returned to the room at 8:57 p.m.

Mr. Silver commented the RFQ process is complex, so the Committee could consider putting out multiple RFQ's.

Chairman Woods stated the Committee has not decided whether it will go with one or two architects for the projects. He stated there may also be separate RFQ's for each of the type of projects.

Mr. Silver explained the difference between an RFQ and an RFP. He stated Milford usually does RFQ's and selects based on qualifications. He stated if the Committee pursues an RFQ, there will be quite a lot information in the packages. He also stated the State statute mandates a committee cannot interview more than 4 shortlisted firms.

Mrs. Federico asked if they each would receive a separate submission from each firm.

Mr. Silver replied yes. He also stated the State mandates that you interview for each project.

Mr. Richetelli commented the Committee does not have to go out for RFQ, they are choosing to do so rather than go straight to the other option, a State OSF prepared contract.

Mr. Silver explained the State contract, which this Committee has traditionally used. He explained if you are planning on using the State contract, that intent must be included in the RFQ. He recommended the Committee should standardize the RFQ submission format, which will help with the Committee's review.

Chairman Woods asked Mr. Silver if the Committee puts out 4 separate RFQ's, could the RFQ's be submitted by the architects in one package with separate tabbed sections. Discussion ensued.

Mrs. Federico asked the timeframe for the projects.

Chairman Woods stated it is work that will be constructed in the summer of 2016. The RFQ process will take at least 4 months to complete.

Mr. Richetelli commented the projects that are construction funded, the Committee would want to have them bid by April 2015 and those that have not been construction funded should be ready for October, 2015. Actually, you would want it designed and bid by November. Discussion resumed.

Mr. DeGrego commented about having an architect on-site full time to oversee the projects. He stated it was something that came up with a previous member of this Committee. Mr. Degregio stated it was Mr. Silver who stated it was something the Committee traditionally chose not to put in the RFQ documents. He stated it could possibly make a big difference on a project.

Mrs. Federico stated you would have to weigh the cost benefit.

Mr. Silver commented because of the expense, the architect is rarely on any project on a daily basis. He stated that is a part of why you want a reputable contractor on the job.

Mr. Richetelli commented the Committee could consider hiring a clerk for all of the contracts. Discussion ensued.

Consideration of Payment Requisitions

Chairman Woods asked Mr. Silver if he could represent to the Committee that all the requisitions have been reviewed and were found to be in order and if payment was recommended at this time.

Mr. Silver stated yes.

Chairman Woods asked if any of the payment requisitions were 100% complete.

Mr. Silver replied yes for Silver Petrucelli for the West Shore Middle School project.

Mr. Nunno and Mrs. Federico made and seconded a motion to approve payment to Van Zelm Engineers Commission (29) in the amount of \$2,499.68 for East Shore Middle School Expansion and Alterations and Abatement projects. Motion carried unanimously.

Mr. Nunno and Mrs. Federico made and seconded a motion to approve payment to Silver Petrucelli Toilets (#15-301) in the amount of \$3,968.87 for East Shore Middle School Expansion and Alterations and Abatement projects. Motion carried unanimously.

Mr. Nunno and Mrs. Federico made and seconded a motion to approve payment to Silver Petrucelli PH 2 CA+ENV CA (#15-300) in the amount of \$5,080.10 for East Shore Middle School Expansion and Alterations and Abatement projects. Motion carried unanimously.

Mr. Nunno and Mrs. Federico made and seconded a motion to approve payment to Omni (Phase III Security + IT) #2 in the amount of \$25,299.47 for East Shore Middle School Expansion and Alterations and Abatement projects. Motion carried unanimously.

Mr. Nunno and Mrs. Federico made and seconded a motion to approve payment to Silver Petrucelli Design and CA (#15-302) in the amount of \$1,086.25 for West Shore Middle School Haz Material Abatement project. Motion carried unanimously.

The next meeting will take place on Thursday, March 19, 2015 at City Hall (west conference room) at 7:00 p.m.

There being no further business to discuss, Mr. DeGrego and Mr. Nunno made and seconded a motion to adjourn at 9:25 p.m. Motion carried unanimously.

Respectfully submitted,

Kathleen A. Kennedy
Recording Secretary