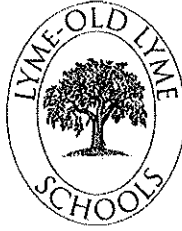


LYME-OLD LYME SCHOOLS

Regional School District #18

A Private School Experience



in a Public School Setting

Facilities & Finance Committee Meeting

October 7, 2020

Committee Members Present: Rick Goulding, Co-Chair; Jean Wilczynski, Co-Chair; Diane Linderman; Jennifer Miller; Philip Neaton; Andy Russell; Steve Wilson

Absent: Stacy Winchell

Present Via Telephone: Daniel Hagan; Thomas Sherer

Administration Present: Ian Neviasher, Superintendent of Schools; Ronald Turner, Director of Facilities & Technology; James Cavalieri, Principal of Lyme Consolidated School; Holly McCalla, Business Manager

Others Present:

I. Call to Order:

The meeting was called to order by Dr. Goulding at 5:00 p.m.

II. Approve 2020/2021 Facilities Committee Meeting Schedule:

Committee discussed the need to review Center School facilities and decided to add the Center School to the February 3, 2020 meeting.

Upon motion by Ms. Wilczynski, second by Mr. Wilson, the Facilities & Finance Committee approved the 2020/2021 meeting schedule as amended. The motion passed unanimously.

III. Brief Committee on Condition of Lyme Consolidated Facility:

Mr. Cavalieri reported that this was the best opening conditions to date and is very pleased with the overall facilities. He commented that the morning and afternoon traffic has improved and is now very productive. Mr. Cavalieri spoke favorably of the overall gym project and is very happy with the contractor. Mr. Turner explained the only outstanding items that remain is the gym floor and the stage curtains. Mr. Hagan asked if he could observe the progress; it was agreed for the visit to occur after school is dismissed out of CV-19 concerns.

IV. Review Projects In-Progress District-Wide:

Mr. Turner explained the tennis courts are completed and have been used by the community and PE classes. He noted that neighbors have asked for trees to block the courts; Mr. Turner has reached out to the Town Hall for their input. Any decision will be acted upon in the spring of 2021.

He updated the status of the turf field and explained the Planning & Zoning public hearing will occur on October 13, 2020.

Mr. Turner requested a vendor to provide a price to update the playground equipment at the elementary schools; he will update the committee once he has the details.

He provided an overview of the incentive program from Energize CT for the HVAC (roof top units).

V. Discuss 2020/2021 Projects Plan:

Mr. Turner detailed the following for each building:

LC-outdoor classroom space, new front stairs, project study and tennis courts

MC-outdoor classroom space and project study

CS-project study

MS-project study and noted the removal of the sewage grinder pump as this work was previously completed.

HS-soccer field bleachers and the turf field.

Committee discussed using tents for outdoor classrooms; Mr. Turner explained they are a fire safety concern.

Project study noted above details are attached to these minutes for informational purposes.

Mr. Turner also updated the committee on the status of solar at Mile Creek and explained it would require a special bonding connector and might void our roof warranty. Mr. Turner is working with the roofing manufacturer.

VI. Review Five-Year Facilities Plan:

Mr. Turner reviewed the Five-Year Facilities Draft plan; it is attached to these minutes for informational purposes only.

VII. Adjournment:

Dr. Goulding called to adjourn the meeting at 5:38 p.m.

September 25, 2020

VIA EMAIL

Mr. Ronald Turner
Director of Facilities and Technology
Regional School District No. 18
49 Lyme Street
Old Lyme, CT 06371

Re: School Facilities Study
Regional School District No. 18
Lyme-Old Lyme Middle School
Center School
Lyme Consolidated School
Mile Creek School
Lyme / Old Lyme, CT

Dear Mr. Turner:

On the basis of our recent conversation and preliminary review of the project scope, I am pleased to offer the following three (3) phased proposal for Architectural / Engineering services for the above referenced project. I understand the project to consist of developing a facilities study reviewing interior and exterior building conditions, site needs, and mechanical, electrical and plumbing assessment with budget cost estimating for Lyme-Old Lyme Middle School, Center School, Lyme Consolidated School and Mile Creek School.

Phase 1 - Survey / Review of Existing Conditions

The initial tasks in Phase 1 services will be to establish existing architectural, mechanical, electrical, plumbing and site conditions. At the start of this phase we will develop floor plans, roof plans, exterior elevations and site plans from existing documents provided by your office. AutoCAD®, Architectural Desktop 2020 software will be utilized as the drawings development medium. Following this initial task, our staff will field verify the preliminary drawings against existing conditions and revise the drawings accordingly to reflect present conditions. The primary goal of this phase is to establish existing architectural, engineering and site plan features.

Phase 2 - Assessment, Evaluation and Recommendations

Working in conjunction with Regional School District 18 staff involved with this study, we will evaluate the physical condition of the buildings, mechanical, electrical, plumbing and site needs. The building envelope will be assessed along with interior building components examining the physical condition of existing materials. Mechanical, electrical, plumbing components will be reviewed for performance, efficiency and life expectancy. The condition of site amenities, parking lots, sidewalks, playing fields, etc., will be examined. At the end of this phase we will provide a conditions report with initial recommendations. Following further review and fine tuning, the report will be finalized along with implementation timelines.

Phase 3 - Budget Cost Estimating

The Budget Cost Estimating Phase will entail establishing construction costs based on our final recommendations and solutions. Following the initial cost estimate and analysis, we will tailor the estimate adjusting priorities to meet your budgetary constraints. In addition to construction costs, we will also estimate soft costs, i.e., contingency, professional fees, printing, advertising, and related soft costs.

Our services shall include:

- review of existing building documentation
- review of building history
- field surveys and evaluations of existing building conditions, interior and exterior
- field reviews and evaluations of existing building mechanical, plumbing & electrical systems
- field survey and evaluation of existing site conditions
- meetings with administrators and staff
- assessment of needs
- solutions and recommendations
- graphic documentation
- budget cost estimating
- implementation timelines

The final Study will be presented in bound and PDF format 8½" x 11" with larger fold-outs for building graphic presentations.

The following sections are anticipated:

- introduction
- site needs assessment and solutions
- exterior and interior conditions assessment and solutions
- building mechanical, plumbing & electrical appraisal and recommendations
- implementation schedules
- budget cost estimates
- concluding summary

Compensation for the above outlined services will be a Lump Sum Fee per building as follows:

Lyme-Old Lyme Middle School	\$32,000.00
Center School	\$18,000.00
Lyme Consolidated School	\$21,000.00
Mile Creek School	\$21,000.00

Included in the above Lump Sum Fees are the services of the following Consultants:

Mechanical, Electrical and Plumbing Engineering

RZ Design Associates, Inc.
750 Old Main Street, Suite 202
Rocky Hill, CT 06067

Budget Cost Estimating

FV Consulting, LLC
403B Dedham Street
Newton, MA 02459

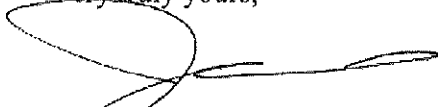
Printing costs of all preliminary phases of the project, travel expenses, postage and long distance communications are included in the Lump Sum Fee.

If additional services are required over and beyond this proposal, or services that could not have been foreseen at the time of this proposal, our compensation will be an hourly rate based on the following rates:

- | | |
|--------------------------------|---------------------------------------|
| Jacunski Humes Architects, LLC | see attached Schedule of Hourly Rates |
| * RZ Design Associates, Inc. | see attached Proposal / Hourly Rates |
| * FV Consulting, LLC | see attached Hourly Billing Rate |
- * Consultants hourly rate schedules represent direct billing to Jacunski Humes Architects, LLC. If Region 18 utilizes additional services of Consultants, billing through Jacunski Humes Architects, LLC, the hourly rates will be marked-up by 15%.

It would be our pleasure to provide you with complete Architectural and Engineering consulting services. I look forward to hearing from you, and thank you for this opportunity.

Very truly yours,



W. Albert Jacunski, AIA
Jacunski Humes Architects, LLC

Encl.: Jacunski Humes Architects, LLC, Schedule of Hourly Rates
RZ Design Associates, Inc., Proposal / Hourly Rates
FV Consulting, LLC, Hourly Billing Rate

G:REGION18 04

Schedule of Hourly Rates

January 2020

Jacunski Humes Architects, LLC

Principal Architect

W. Albert Jacunski, AIA	\$180.00/hour
Brian W. Humes, AIA	\$180.00/hour

Senior Project Architect

Mark Allen, AIA	\$160.00/hour
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Project Architect

Kevin W. Lipe, AIA	\$140.00/hour
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Job Captain

Michael J. Rinaldi	\$120.00/hour
Andrew G. Whitehouse	\$120.00/hour

Draftsperson

Benjamin F. Kelly	\$85.00/hour
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Clerical

Jennifer A. Hotchkiss	\$60.00/hour
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Intern

\$50.00/hour

Reimbursable Expenses (if applicable)

Mileage	\$0.57.5/mile
Consultant Services	cost + 15%
Reimbursable Expenses	cost + 10%

WAJJHHOURLYRATE20



September 22, 2020

Mr. W. Albert Jacunski, AIA
Jacunski Humes Architects, LLC
15 Massirio Drive, Suite 101
Berlin, CT 06037-2352

Re: Engineering Services
School Assessment / Evaluation
Old Lyme, CT

AI,

We propose to provide you with Mechanical, Electrical, Plumbing and Fire Protection (MEP/FP) Engineering evaluations of four schools. The four schools and approximate size are as follows:

- Middle School – 80,000 sf.
- Center School – 40,000 sf.
- Lyme Consolidated – 47,000 sf.
- Mile Creek – 47,000 sf.

Our work will include the following:

- Review of any available documents of existing conditions.
- Field verification of existing systems.
- Evaluation of existing systems including anticipated life expectancy and any code deficiencies.
- We will provide you with a written report for each school outlining our findings.
- Recommendations for improvements and/or corrective action necessary.

This proposal is based upon receiving background drawings in AutoCAD format from you and any available documents of the existing construction.

Fees for the above will be a fixed fee, due and payable upon delivery of our report per school as follows:

- Middle School – \$14,000.00
- Center School – \$7,000.00
- Lyme Consolidated – \$8,200.00
- Mile Creek – \$8,200.00

Additional work requested beyond that which is indicated above would be billed at our standard hourly rates as follows:

<u>Position</u>	<u>Rate / Hour</u>
Principal	\$200.00
Associate	\$185.00
Senior Engineer	\$170.00
Field Engineer	\$165.00
Engineer	\$140.00
Designer	\$125.00
Drafter/ CAD Operator	\$100.00
Administrative Assistant	\$ 80.00

TERMS AND CONDITIONS

The attached Terms and Conditions are to be considered an integral part of this agreement.

AGREEMENT FOR SERVICES

If you agree with this proposal, and the attached Terms and Conditions, please indicate by signing one original of this letter and returning it to our office.

INITIATION OF SERVICES

Services will commence upon receipt of a signed contract. Receipt of your signed agreement will indicate your authorization to proceed with the work.

If the above is acceptable, please sign and return it to our office for our records.

Sincerely,



Brian J. Ziegler
Senior Vice President
Attachment

IN AGREEMENT

DATED

TITLE

FV Consulting LLC
403B Dedham Street
Newton, MA 02459

January 27, 2020

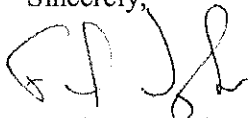
Ms. Jennifer Hotchkiss
Jacunski Humes Architects, LLC
15 Massirio Drive, Suite 101
Berlin, CT 06037

Dear Jennifer:

For calendar year 2020, my billing rate for cost estimating services will be **\$235/hour**.

Let me know if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Frank E. Vanzler', written over a faint, illegible stamp or background.

Frank E. Vanzler
Principal
fevanzler@gmail.com

Five Year Facilities Draft Plan October 7, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Grand Totals	\$ 462,000	\$ 675,000	\$ 332,000	\$ 250,000	\$ 290,000	\$ 230,000
LC						
Repave tennis courts (2)			\$ 160,000			
Replace gym unit ventilators with an RTU and included AC		\$ 375,000				
Repaint exterior						\$ 80,000
Gym Floor Resurface to rubber		\$ 60,000				
Priority 1 Total	\$ -	\$ 435,000	\$ 160,000	\$ -	\$ -	\$ 80,000
Upgrade HVAC including AC & boilers					Estimated \$15M	
Classroom refresh					Estimated \$15M	
Replace office and conference room carpet	\$ 12,000					
Create Outdoor Classroom Space			\$15,000			
Playground partial update				\$ 70,000		
Update fire alarm, PA and Clocks					Estimated \$15M	
Reface front entry stairs			\$ 10,000			
Bonded project study			\$ 21,000			
Replace VCT w/high perf floor					Estimated \$15M	
Priority 2 Total	\$ 12,000	\$ -	\$ 46,000	\$ 70,000	\$ -	\$ -
Priority 3 Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LC Totals	\$ 12,000	\$ 435,000	\$ 206,000	\$ 70,000	\$ -	\$ 80,000

Five Year Facilities Draft Plan October 7, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Grand Totals	\$ 462,000	\$ 675,000	\$ 332,000	\$ 250,000	\$ 290,000	\$ 230,000
MC						
Priority 1 Total	\$ -	\$ -	\$ -			
Upgrade HVAC including AC & boilers					Estimated \$15M	
Update fire alarm, PA and Clocks					Estimated \$15M	
Create Outdoor Classroom Space			\$ 15,000			
Classroom refresh					Estimated \$15M	
Playground partial update				\$ 70,000		
Bonded project study			\$ 21,000			
Replace VCT w/high perf flooring					Estimated \$15M	
Priority 2 Total	\$ -	\$ -	\$ 36,000	\$ 70,000	\$ -	\$ -
Priority 3 Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
MC Totals	\$ -	\$ -	\$ 36,000	\$ 70,000	\$ -	\$ -

Five Year Facilities Draft Plan October 7, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Grand Totals	\$ 462,000	\$ 675,000	\$ 332,000	\$ 250,000	\$ 290,000	\$ 230,000
CS						
Priority 1 Total	\$ -	\$ -	\$ -			
HVAC AC upgrade including AC					Estimated \$15M	
Replace VCT with high performance flooring					Estimated \$15M	
Replace Carpets					Estimated \$15M	
PreK Expansion	\$ 180,000					
Update fire alarm, PA and Clocks					Estimated \$15M	
Repaint exterior			\$ 18,000			\$ 150,000
Bonded project study						
Playground partial update				\$ 70,000		
Priority 2 Total	\$ 180,000	\$ -	\$ 18,000	\$ 70,000	\$ -	\$ 150,000
Priority 3 Total	\$ -	\$ -	\$ -			
CS Totals	\$ 180,000	\$ -	\$ 18,000	\$ 70,000	\$ -	\$ 150,000

Five Year Facilities Draft Plan October 7, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Grand Totals	\$ 462,000	\$ 675,000	\$ 332,000	\$ 250,000	\$ 290,000	\$ 230,000
MS						
Priority 1 Total	\$ -	\$ -				
Upgrade HVAC Including AC & boilers					Estimated \$15M	
Classroom refresh					Estimated \$15M	
Update fire alarm, PA and Clocks					Estimated \$15M	
Replace VCT w/high eff flooring					Estimated \$15M	
Replace Carpets/media redesign first floor	\$ 45,000					
Reapply split faced block water repellent						
Upgrade sewerage grinder pump						
Increase front of building lighting			\$ 32,000	\$ 40,000		
Bonded project study						
Replace Carpets/media redesign second floor					\$ 170,000	
Priority 2 Total	\$ 45,000	\$ -	\$ 32,000	\$ 40,000	\$ 170,000	
Priority 3 Total						
MS Totals	\$ 45,000	\$ -	\$ 32,000	\$ 40,000	\$ 170,000	

Five Year Facilities Draft Plan October 7, 2020

Account Description	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025
Grand Totals	\$ 462,000	\$ 675,000	\$ 332,000	\$ 250,000	\$ 290,000	\$ 230,000
HS						
Expand irrigation to include baseball field					\$ 30,000	
Refinish commons floor north west corner of the soccer/lacrosse field and SB left					\$ 30,000	
Repave tennis courts (6)	\$ 225,000	\$ 240,000			\$ 60,000	
Priority 1 Total	\$ 225,000	\$ 240,000	\$ -	\$ -	\$ 120,000	\$ -
Soccer/lacrosse field bleacher			\$ 40,000			
Artificial turf field installation			Undesignated fund (\$2.5M est.)			
Priority 2 Total	\$ -	\$ -	\$ 40,000			
Priority 3 Total						
HS Totals	\$ 225,000	\$ 240,000	\$ 40,000	\$ -	\$ 120,000	\$ -
Estimated available Reserve Fund Balance as October of:						
	2019	2020	2021			
	\$1,773,157	\$2,107,873				