

Colliers  
135 New Road  
Madison, CT 06443  
MAIN +1 860 395 0055  
FAX +1 203 779 5661

**Regional School District No. 14**  
**Woodbury/Bethlehem**  
**Nonnewaug High School – Renovations Project**  
**Public Building Committee Meeting**  
**November 20, 2018**

**PBC Attendees:**

John Chapman  
Brian Peterson  
Patrick DiSarro  
Robert Piazza  
Andie Greene  
Tom Hecht  
George Bauer  
Janet Morgan - Departed at 8:30 after construction Admin. extension votes  
Matthew Cleary – Departed at 8:30 after construction Admin. extension votes

**Absent:**

Don Fiftal  
JP Fernandes

**Also Present:**

Scott Pellman	Colliers
Kurt Lavaway	Colliers
Amy Samuelson	SLAM
Nelson Reis	O&G
Mike Molzon	Region 14
Joseph Olzacki	Region 14
Maryanne van Aken	Region 14

**From / Notes Prepared by:** **Scott Pellman** – Project Manager,  
Colliers International

**Attachments:**

A meeting of the Public Building Committee was held on Tuesday November 20, 2018 in the Relocated Central Offices at Woodbury Middle School 67 Washington Avenue Woodbury, Connecticut.

The following notes are to record the most significant issues discussed at the above referenced meeting. If anyone attending the meeting feels these notes are inaccurate, additional items need recording, or further detail is required, please forward your written comments to Scott Pellman for inclusion.

1. Call to Order – The meeting was called to order at 6:35pm.
  
2. Finance Report –
  - a. State funding – Scott Pellman noted that the second request for reimbursement was filed at the end of October.
  
3. OPM Report – Scott Pellman reported on the following:
  - a. Project Update Phase 2 –

**Information package** - All committee members should have received an electronic copy of information that will be discussed this evening. There is a lot of information to review including a number of PCO's. The finance subcommittee met last Wednesday and reviewed payment application #15 along with the PCO's and contingency status log. To date the project has expended approximately \$288,000 in contingency funds with an additional \$870,542 identified as potential costs which include all of the potential add alternates and field upgrades. An updated Cash flow was also provided in the information packet along with a contingency status log with the potential field upgrades highlighted in red.

**Project update** – The project team, O&G, SLAM, Colliers and the administration continue to meet every other week at the OAC meetings which occur at 8:00am on Thursday mornings. The Construction team and Colliers continues to Work with the administration planning the next phase moves. The phasing plans have been revised slightly to reflect a move into phase 3B at the end of January. Updated phasing plans were provided this evening which show this change along with the creation of Phase 4A.1 and 5A.1. Phase 4A.1 delays the start of renovations to the first-floor classroom adjacent to the art room until April when the Music area will be complete allowing the health class that is currently taught in that space to move to its final location by the cafeteria. Phase 5A.1 delayed the renovation of 3 second floor classrooms to the summer of 2019 in order to provide sufficient available academic classrooms for the spring semester. The final completion date for all of the academic areas remains unchanged at August 19, 2019.

- b. Future Field change orders –

A spread sheet was provided that identified all of the costs associated with potential site improvements not currently part of the project along with a timeline for selecting the alternates. O&G requested a PCO for the additional track upgrades as well as the field logo. The field logo which includes the word "Chief" which was the preferred option of the administration came in at \$11,283, well below the estimated cost. The additional cost for Alternate S1. b.3 has increased because the timeline of 90 days for a contractor to hold their bids has been exceeded and they were not willing to hold the price due to oil escalations. The contractor has provided an updated PCO which is an increase of \$87,510 over the bid alternate.

Robert Piazza asked is the project could pursue a post tensioned concrete track bid, and if SLAM can review what would be required for a performance spec? Nelson Reis stated with a post tensioned track you would need the space over the synthetic field to complete the work. Andie Greene stated that you would need to pull up all of the existing drainage to install that type of track which would increase costs.

John Chapman asked SLAM and O&G to see what they can pull together to re-bid the track.

Similar to the track alternate the alternate for the two additional tennis courts has increased from what was bid. Nelson stated that the vender has additional costs and the site clearing would require re-mobilization. Richards has already brought the grade down to subgrade level. Alternate S2-2 for the two additional tennis courts has increased by \$59,761 due to the alternate being past the 90-day bid holding period along with additional coordination. O&G is vetting out the costs. Colliers will check with the State to see if they could still be accepted with a negotiated change order.

The soccer field renovations were discussed – O&G spoke to the subcontractor Liberty about the schedule and received PCO 80 for that work.

January is critical for making a decision on the tennis court back boards and baseball/softball field renovations, O&G is looking for action on the Field Logo and Soccer field this evening and will get info on the track resurfacing and additional tennis courts that have changed in cost.

**c. PCO reviews –**

The following PCO's have been reviewed by Colliers and SLAM and are being recommended for payment. A number of the PCO's reflect hourly tickets so it is important to get them approved promptly so they can be submitted to the State.

PCO – 067 – Operable panel at door 1061A-B - \$4,654 – This was the added door to the engineering room for robotics that was a PBC request.

PCO- 068 – Add data and floor boxes in business lab - \$5,338 – These floor boxes were not shown on the drawings and were required for the operation of the lab.

PCO- 069 – Regrading of the front bus loop - \$5,043 – There was an RFI that involved an existing hidden electrical vault that was a few inches below grade and was uncovered once excavation began. The grading in the island was revised to coordinate with the vault and some stair treads were eliminated and the radius was reduced requiring additional pavers. There was a credit provided for the treads that were eliminated and an add for the additional pavers.

PCO-070 – Rerouting of the sanitary line out of culinary - \$15,715 – The sanitary line could not be run out the front of the building as shown on the contact documents and had to be re-routed out to the loading dock. The work was completed under T&M tickets.

PCO-071 – Replace additional drywall in the lower level - \$10,920 - Specifically when the old kitchen coolers were removed there was a significant amount of impacted drywall along with areas above the ceilings which were incomplete. George Bauer asked if any treatment was needed to the existing structure. Nelson Reis stated that the construction is metal studs so no treatment was required. The source of the water was the old coolers condensing against the drywall which has been eliminated with the new coolers. There will be one more change order in the lower level to address Central Office foundation walls that are currently uninsulated and will have to be insulated similar to the other lower level foundation walls.

PCO-072 – Relocation of water service to VoAg due to new canopy foundation conflicts - \$11,210. There was a temporary water line installed when the conflict was encountered and the temporary water line was permanently relocated due to the previously encountered conflict with the new canopy footings.

PCO-073 – Raise grades along terrace retaining walls per building official citation to address code - \$4,454 – Janet Morgan stated that the right side of the patio will still need a guard rail near the loading dock. Nelson Reis stated that O&G's plan is to add a retaining wall on the loading dock side, this will be reviewed with Janet and Gary. The PCO covers the addition of soil only.

PCO-077 – Is the cost to add the Nonnewaug Chiefs logo to synthetic field - \$11,283.

PCO – 078 – Is for the coring of holes in existing exterior foundation of the demolished stairway that ran under the building to provide drainage - \$2,944. The old stair that ran under the building was cut off and buried however the existing lower area would have created a concrete bathtub that would hold water so drainage holes and gravel were added to allow it to drain properly before it was backfilled.

PCO-079 – Connection of rain leader to VoAg building - \$1,490. This involved connecting an existing rain leader to the new storm drainage system.

PCO-080 – Renovation of soccer field #2 - \$35,657 This change was enacted prior to any work starting so the credit was fully realized and the approach was more cost effective to renovate the fields in a similar method to the football fields.

Bob Piazza asked if the project really needs to renovate the soccer field. The response was that you need both the football and soccer fields. There are 4 soccer teams and a football team and all fields are used to capacity. John Chapman stated that the seeding and re-grading approach that was bid does not work for restoring the fields the way we want to so we need to approve the upgraded restoration.

**John Chapman made a motion that the public building committee approve PCO – 067 dated 11/6/2018 for a total of \$4,654 for the operable panel at door 1061A-B - Seconded by Andie Greene – Discussions – None - All in favor - Unanimous**

**John Chapman made a motion that the public building committee approve PCO – 068 dated 11/7/2018 for a total of \$5,338 for additional data and floor boxes in business lab. Seconded by Andie Greene – Discussions – None - All in favor - Unanimous**

**John Chapman made a motion that the public building committee approve PCO – 069 dated 11/7/2018 for a total of \$5,043 for regrading of the front bus loop. Seconded by Andie Greene – Discussions – None - All in favor - Unanimous**

**John Chapman made a motion that the public building committee approve PCO – 070 dated 11/7/2018 for a total of \$15,715 for rerouting of the sanitary line out of culinary. Seconded by Andie Greene – Discussions – None - All in favor - Unanimous**

**John Chapman made a motion that the public building committee approve PCO – 071 dated 11/12/2018 for a total of \$10,920 for the replacement of additional drywall in the lower level E kitchen and cafeteria. Seconded by Andie Greene – Discussions – None - All in favor - Unanimous**

**John Chapman made a motion that the public building committee approve PCO – 072 dated 11/12/2018 for a total of \$11,210 for the relocation of the water service to the existing VoAg building due to new foundation conflicts. Seconded by Andie Greene – Discussions – None - All in favor - Unanimous**

**John Chapman made a motion that the public building committee approve PCO – 073 dated 11/12/2018 for a total of \$4,454 for raising the grades along the terrace retaining wall per the building official request to address fall protection. Seconded by Andie Greene – Discussions – None - All in favor - Unanimous**

**John Chapman made a motion that the public building committee approve PCO – 077 dated 11/12/2018 for a total of \$11,283 for addition of the Nonnewaug Logo to the new synthetic field. Seconded by Andie Greene – Discussions – None - All in favor - Unanimous**

**John Chapman made a motion that the public building committee approve PCO – 078 dated 11/12/2018 for a total of \$2,944 for the coring of holes through the existing foundation to provide drainage. Seconded by Andie Greene – Discussions – None - All in favor - Unanimous**

**John Chapman made a motion that the public building committee approve PCO – 079 dated 11/12/2018 for a total of \$1,490 to connect the existing rain leader at the VoAg building to the new DMH. Seconded by Andie Greene – Discussions – None - All in favor - Unanimous**

**John Chapman made a motion that the public building committee approve PCO – 080 dated 11/16/2018 for a total of \$35,657 to renovate soccer field #2. Seconded by Andie Greene – Discussions – None - All in favor - Unanimous**

**d. Construction Administration Contract extension for Colliers and SLAM –**

John Chapman introduced the proposal to extend the construction administration services to cover the entire construction period which is longer than was anticipated in the architects and owners project managers RFP's. When the RFP's were created the Region had hoped

that the schedule could be compressed more. As professional services go it is billable time.

Bob Piazza stated that the numbers are enormous. John Chapman noted that looking at the burn rate the costs will be similar. Bob Piazza stated that shop drawings are 90% complete and there should have been more personnel required by the architect in the past.

Amy Samuelson stated that they were aware that the schedule was too tight when they bid the job. Kurt Lavaway noted that there are two separate motions and that the proposals are structured differently and believes that each should be reviewed separately and questions answered so the committee can understand what they are voting on.

As a response to the finance subcommittee review of a previous proposal in late spring Kurt Lavaway changed the construction administration proposal from Colliers from a lump sum to hourly NTE. Kurt noted that if we extended with a lump sum it would have been more expensive, we reduced the amount of time that we allocated through the project from 4 days a week to 3 days a week for the field oversight and if less hours are used, they will not be billed.

Bob Piazza asked about the billing rates, Kurt Lavaway noted that Colliers rates increase approx. 4% per year.

Bob Piazza asked why they don't see all of the invoices each month. All invoices except Colliers are reviewed by Colliers and go to Wayne McAlister and they are based on contracts previously approved by the committee.

Discussions took place on the number of months and Fee and a look at the additional time on a T&M basis which will be tailored down. The original contract values for both Colliers and SLAM's contracts were discussed. The planned amounts were reviewed and it was noted that the project changed significantly from the original intent, the project has evolved.

John Chapman asked what the typical back up will be for hourly billing. Kurt Lavaway responded that the time sheets will be submitted with actual hours and with descriptions of the work performed. It was noted that the building committee did not focus on the soft costs but the project has been carrying those costs all along and what has been spent to date as a percentage of soft costs to construction costs has been very lean compared to other projects.

Andie Green spoke about avoiding problems in the field and that it is an advantage of having as many eyes on the project as possible to avoid issues.

John Chapman requested a Ratio of Fees to the budget what the costs are for both Colliers and SLAM. Show the committee what we are running with soft costs. What the amount of time being spent moving forward. Can we move forward and approve the T&M and will review the time spent.

Robert Piazza asked for a review of the updated hourly rates.

Kurt Lavaway noted that the proposal includes coordination with the State audit.

John Chapman requested that Amy Samuelson review the SLAM proposal with the committee.

Amy stated that her contract was written to extend their current contract, architects Fees are front end loaded and they allocate about 20% to 25% of the total Fee for CA work. The vast majority of the services are complete in the overall contract. The contract is very specific and lists the number of meetings the architect and engineers will attend and it assumes bi – weekly OAC meetings. There is a separate close out Fee in the contract and that will remain unchanged. At Colliers request the proposal was reduced \$2,500 a month to reflect the current burn rate and the proposal includes MEP, Structural, IT, Civil Engineering and FF&E design and installation.

John Chapman asked when we submit invoices what is the back-up for the architects Fee. Amy noted that It's a lump sum percentage with the CA Fee and additional services and expense information is provided.

Robert Piazza asked if the contract included a design for an addition. Kurt Lavaway described how the project was realigned to get renovation status and how it addressed the delays and that the ed spec scope was incorporated into the project by the design team.

**John Chapman made a motion that the public building committee approve Colliers additional Fee proposal dated October 5, 2018 not to Exceed T&M \$354,700 as itemized on Exhibit I. Seconded by Andie – Discussion – John requested that Colliers provide monthly requisitions with back up and review unit costs. - All in Favor - John Chapman, Brian Peterson, Patrick DiSarro, Andie Greene, Tom Hecht, George Bauer, Janet Morgan, Matthew Cleary - Opposed Robert Piazza.**

**John Chapman made a motion that the public building committee approve the SLAM letter dated November 14, 2018 and AIA document G802 for additional services totaling \$438,000 for additional construction oversight along with \$5,000 in additional reimbursables. Seconded by Andie Greene - Discussions – none – All in Favor - John Chapman, Brian Peterson, Patrick DiSarro, Andie Greene, Tom Hecht, George Bauer, Janet Morgan, Matthew Cleary - Opposed Robert Piazza.**

Before departing at 8:30pm Janet Morgan asked if the schools opening day needed to be pushed past Labor Day. Nelson Reis from O&G stated that they would be finished by August 19, 2019 as scheduled for the academic portion of the project. Kurt Lavaway stated that as long as O&G is complete and they can install furniture ahead of time the start date should not need to move past Labor Day

**e. Final Technology contract approvals.**

The final three technology packages have been bid which included, digital signage that is installed throughout the building, auditorium projection and controls and equipment for the video production lab. The

total of all three came in \$12,768 under the estimated budget and need approval this evening because they are required for the next phase of construction.

Digital Signage – 23,840.77

Auditorium projection and controls - \$76,086.2

Video Production Lab – 55, 275.

**John Chapman made a motion that the public building committee approve Valley Communication Systems proposal dated 11/19/2018 for a total of \$23,840.77 for materials and installation of the digital signage. Seconded by Andie G - Discussions none - All in favor – Unanimous (Janet Morgan and Matthew Cleary were not present)**

**John Chapman made a motion that the public building committee approve Valley Communication Systems proposal dated 11/19/2018 for a total of \$76,086.20 for materials and installation of the auditorium projector, controls and screen. Seconded by Andie G - Discussions none - All in favor – Unanimous (Janet Morgan and Matthew Cleary were not present)**

**John Chapman made a motion that the public building committee approve the Apple Inc education price quote dated October 26, 2018 for a total of \$55,275 for the video production lab equipment. Seconded by Andie G - Discussions none - All in favor – Unanimous (Janet Morgan and Matthew Cleary were not present)**

4. Architects progress update – Amy Samuelson

- a. The design team has been working closely with Colliers and O&G, Amy will be speaking with Colliers to see if any of the recent design requests from the administration should be incorporated into the project. Amy understands that the changes are important to the administrators and some of the changes are a product of needs and some are preferences. There were two business labs in the project but there is only one teacher who teaches this course currently so the administration is requesting that the second room be revised and the space reallocated. This change should be priced. The administration requested that the school store be moved to the second floor as part of the business lab suite. The business lab that would be eliminated would become a standard classroom. There are also design changes requested in the Art room, Doug Goulet was at the meeting representing Colliers. There is a meeting requested to review the auditorium design with the superintendent that will be coordinated next week.

Colliers will coordinate with the design team to identify design costs and schedule impacts and will bring that to the committee.

5. Construction Manager Update – Nelson Reis - Project Manager

- a. **Phase 2** – Nelson provided a report on construction progress. O&G is coordinating construction issues and changes and modifying the schedule as presented earlier. O&G is also accommodating changes that can be made without effecting cost and schedule, for example, a change was incorporated to the Art room sinks. PCO #74, the work will be verified by SLAM. The contractor is coming up with a cost-effective way to replace one



or two of the drywells with H2O units. Once the proposal has been developed it will have to be coordinated with DEEP. Colliers will coordinate with SLAM.

We need a qualified individual to review the existing structures, a proposal is needed for a qualified engineer.

CM allowances are at 23% and we are in good shape with the GMP allowances. The project is scheduled to install the binder paving course in the unpaved areas by the gymnasium tomorrow but the weather may impact the installation. All 3 boilers are up and running, the loading dock is being rebuilt. There were 3 crane picks over the weekend that had to deal with snow for placement of the DOAS. Most of the mechanical equipment is on site, the head-end rooms are being coordinated with Phil Pagano. There are some photos included in the report. The staging has been installed for the auditorium ceiling installation. All work was stopped for the Veteran's Day observation and the school received a lot of positive feedback. There are one- or two-days next week where the paving could be completed, O&G takes infrared readings of the ground temperature to ensure it is compliance with the specifications.

The work completed to date is at approximately 47% of the project total.

**John Chapman made a motion that the public building committee approve the O&G Pay Application No 15 for the period from October 1 to October 31, 2018 in the amount of \$2,285,341.28 Seconded by Andie G – Discussions - none - All in favor – Unanimous (Janet Morgan and Matthew Cleary were not present)**

## 6. Other Business

Patrick DiSarro wanted to get field lighting and bleachers into the discussions. Kurt noted that O&G will be on site through March of 2020, the lights could be done separately and the funds may be available at the end of the project. The committee was cautioned to get through the demolition of phase 4 to see where they stand with contingency funds. The Town may have input on future lighting and impact to neighbors although the neighbors are not close. Zoning may need to be consulted as well.

What has been cut out and not placed back in was power to certain areas of the fields. Power has been run to the concession building. Andie Greene has a sketch for additional power. Amy believes that some of that may have been provided. The dug outs may not have power for pitching machines. Andie will forward the sketch and SLAM will review what has been included and what we own. There may be a need to add padding to the fencing in some areas. Declan should be consulted.

The committee should consider adding conduit for future electric vehicle charging stations. Amy Samuelson stated that the budget for a double head unit is approximately \$7,500 and you would need to add a sub panel in the building that would be additional cost above and beyond the unit.

George Bauer wanted to know if the synthetic field is being lined for Lacrosse. Amy stated that the field will be lined for Football, Soccer and Field Hockey. You might need netting around the field if Lacrosse is played. Additional lines can always be painted.

Mike Molzon stressed that the building be close up as much as possible and is worried about exposed pipes freezing in the cooler weather. Nelson Reis stated that O&G has buttoned up the openings in the mechanical room behind the kitchen.

Maryanne stated that eyes on the job are important.

7. Public Comment

None

Meeting Adjourn

Motion to adjourn by John Chapman seconded by Andie Greene.  
Meeting adjourned at 9:18 pm