

**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**  
**December 19, 2017**

**PBC Attendees:**

John Chapman  
Andie Greene  
Don Fiftal  
George Bauer  
Tom Hecht  
Brian Peterson  
Matthew Cleary  
Janet Morgan  
Patrick DiSarro

**Absent:**

JP Fernandes  
Robert Piazza

**Also Present:**

Scott Pellman	Colliers
Kurt Lavaway	Colliers
Amy Samuelson	SLAM
Nelson Reis	O&G
Mark Jeffko	O&G

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

**Attachments:**

A meeting of the Public Building Committee was held on Tuesday, December 19, 2017 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 – John Chapman called the meeting to order at 6:32 PM.
2. OPM Report – Scott Pellman reported on the following:
  - **Phase 1 Construction update** – Final punch list work is being back-checked by SLAM, the intention is to move into the new temporary classrooms in February break (2/16/2018 to 2/10/2018).
  - **Approved Flood Management Certification (FMC)** – The flood management certification was received on November 30, 2017. The certification was approved with no changes and has been forwarded to OSCG&R for inclusion in the project file. Mr Pellman thanked everyone involved for helping to move this critical approval forward.
  - **Phase 2 Bidding** – The bids were opened yesterday afternoon. The bids came in favorably and below the building construction estimate of 45.67 million dollars. O&G has begun to schedule the scope reviews of the apparent low bidders, the construction management team needs to confirm the scope with each of the apparent low bidders before a GMP can be set. Once the GMP budget has been set the Building committee can start discussions of which alternates may be able to be incorporated into the project. It is premature to discuss any specific numbers until bids have been confirmed and reviewed.
  - **Mechanical Prep for Phase 2 Construction.** At the last meeting Mr Pellman reported on a proposal that was being explored by the design and construction team to prep the phase 2 work area with some temporary ventilation to help the schedule. After reviewing the costs, current schedule and work involved it was determined that the affected mechanical room could remain operational up to the summer of 2018 and then be taken off line and renovated. There was a small amount of work to relocate a single duct run out of the initial construction area. This change in approach saved the project and estimated \$200,000.
  - **Schedule** – O&G issued a revised construction and phasing schedule in addenda #6 that brought the project back in line with the originally anticipated 25-month construction schedule. It was noted that at the end of the Summer of 2018 O&G was looking to have the first renovation phase complete on September 3, 2018 which would make freshman orientation and teacher set up of new classrooms challenging. A request has been made to the administration and BOE to extend the summer of 2018 to accommodate the construction project. This would be the only summer where a change or increase in the calendar is anticipated and requested.

Nelson Reis noted that O&G included a six-day work schedule for the initial construction phase which was included in the bids, this change to the work schedule allowed the recovery of the 5 to 6 weeks that were originally lost in the bidding delay.

- **Prep meeting for FF&E** – The design team and Colliers attended a prep meeting for project phase 3 of 3, FF&E and Technology Equipment at the OSCG&R offices on December 18, 2017. The team is scheduled to bring the final FF&E and Technology equipment package to the state on January 30, 2018. The current FF&E estimates are in line with the project budget. There will be a similar SCG-042 approval for this next phase that will most likely come before the committee at the January 23, 2018 meeting.

Janet Morgan noted that there is a meeting of the BOE on January 16, 2018. The BOE would like a presentation from Slam to understand the FF&E package. John Chapman would like a similar presentation at the next building committee meeting scheduled for January 9, 2018. Amy Samuelson stated that SLAM is prepared. Colliers will schedule a final review with the school administrators prior to the meeting on the 9<sup>th</sup>.

- **Finance Sub Committee** – The finance subcommittee met on Friday December 15, 2017 to review pay application #5 and some additional proposed change orders for phase 1, all of which were minor in nature. Colliers and SLAM are recommending approval of O&G's payment application #5.
- **Additional service agreements** - Now that the Construction schedule has been set Colliers will be presenting some additional service agreements to the finance subcommittee at their next meeting. The additional service agreements will reconcile the pre-construction phase with O&G that ended by contract at the end of May along with the CA support with the architects and Colliers agreements that were based on a shorter construction schedule. Additional Fee has been anticipated for some time and was encumbered in the final construction budget approved by the committee.

John Chapman requested an overall summary of schedule and budget – Response - The project scheduled has slipped about one month and is currently under budget.

3. Architects progress update – Amy Samuelson

- **Phase 1** – Since we last met SLAM has punched out the temporary classrooms. SLAM will be performing a back-check review of the punch list for the phase 1 temporary classrooms.
- **Phase 2** – There were 150 bid RFI's that were responded too, SLAM created three bidding addenda in conjunction with 3 produced by O&G. There was positive participation from contractors.
- Amanda Hastings went to the state with Colliers to review FF&E. The furniture has been selected along with finish materials, SLAM is completing the package to go to the state and will present to the committee on January 9, 2018.
- Room numbers need to be assigned correctly prior to the first phase opening, this will be further reviewed with the administration.

4. Construction Manager Update – Mark Jeffko

- **Phase 1** – There are a few punch list items to wrap up.
- **Phase 2** – O&G has begun to schedule the scope reviews of the apparent low bidders.

John Chapman - Based on turn out of bidders did O&G think there were any key risk issues that the committee should focus on for either risk or cost? – Response – we will know better after scoping the apparent low bidders.

Mark Jeffko stated that O&G would like to have the committee's permission to re-bid a package if needed. If one of the bidders brings up an issue or there is potential to save additional money O&G would like to get an updated package off prior to the new year. Typically, they would like to the committee to approve putting a revised package out to bid but would like approval in advance to expedite the process if needed. There will be 4 scope reviews tomorrow, 4 scheduled for Thursday and the team is scheduling additional scope reviews for Friday.

Kurt Lavaway noted that a blanket approval to re-bid a package is needed immediately so the timeline will not be delayed.

***Motion by John Chapman to authorize O&G to re-bid any of the selected bid packages they feel necessary based on the scope reviews. Motion seconded by Tom Height – all in favor – unanimous.***

5. Other Business

None

***Motion by John Chapman to approve O&G pay application #5 dated November 11, 2017 for \$93,286. Seconded by Andie Greene – all in favor – unanimous.***

6. Public Comment

none

Meeting Adjourn

Motion to adjourn by John Chapman, seconded by Andie Greene – unanimous.

- Meeting Adjourned 7:18pm,
- The next meeting is scheduled for January 9, 2018 @ 6:30pm