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Regional School District No. 14
Woodbury/Bethlehem
Nonnewaug High School – Renovations Project
November 28, 2017

PBC Attendees:

John Chapman
JP Fernandes
Andie Greene
Robert Piazza
Don Fiftal
George Bauer
Tom Hecht
Brian Peterson

Absent:

Matthew Cleary
Janet Morgan
Patrick DiSarro

Also Present:

Scott Pellman	Colliers
Amy Samuelson	SLAM
Nelson Reis	O&G
Mark Jeffko	O&G
Mike Molzon	Region 14

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

Attachments:

A meeting of the Public Building Committee was held on Tuesday, November 28, 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 6:31 PM.
2. OPM Report – Scott Pellman reported on the following:
 - **Phase 1 Construction update** – The certificate of occupancy has been issued for the phase 1 temporary classrooms. Colliers will be coordinating with the administration to determine the best time to relocate the existing classrooms into their temporary homes. All of the existing furniture has been cataloged and will be identified for relocation or donation.
 - **Approved Flood Management Certification (FMC)** – The project team is still waiting on the FMC review completion from DEEP. Senator Berthel's office has been contacted again and the team is awaiting an update on the status of the review. The design engineer BSC group has also been contacted and requested to follow up again with DEEP.

John Chapman asked Colliers to see if there is anything that the building committee and Town can do at this point in communicating to DEEP.

- **Storm water inspection** – Colliers will be coordinating an RFP for storm water inspection services, this work was not included in the architect's agreement. It needs to be bid as required by the state for funding as it will most likely exceed the \$10,000 threshold.

The stormwater inspection services have 3 components

- a. Plan implementation field review – first 90 days
 - b. Routine inspections
 - c. Storm water monitoring – once per month to test for turbidity
- **Timeline and bidding** – The project is out to bid; the bid due date has been extended to December 13th. There is a pre-bid walk through tomorrow at 3:00pm. There have been two addenda issued to date responding to contractor questions. O&G will provide further updates in their report.
 - **Schedule** – The updated schedule is still being developed by O&G and Colliers. The updated schedule will be dependent on the final bid due date, successful bid within budget and the timeline for scope reviews and compilation of the GMP.
 - **Mechanical Prep for Phase 2 Construction.** O&G and SLAM are still working on the proposal to move mechanical ventilation prep for the phase 2 work into phase 1. Costs were received earlier today that the team is evaluating.
 - **Finance Sub Committee** – The finance subcommittee meetings will be moved to Thursday mornings at 7:15am to better accommodate the subcommittee schedules. Additional information for the approval of application 004 was provided to the subcommittee. Colliers and SLAM are recommending payment. This should be an action item for the committee this evening.

Don Fital inquired to the timeline for scope reviews of contractors once the bids are received. Response - There are 24 bid packages and O&G may want to scope the two low bidders if they are close. It should take approximately 3 weeks to complete the scope reviews.

Robert Piazza asked how has the contractor interest has been in the project – Response – It's been good, typically 3 bidders per package but that should pick up after the walk through.

Mark Jeffko stated that O&G may bring forward the MEP contracts prior to final GMP to secure long lead items. The Bid opening is currently scheduled at 2:00 pm – school discharges at 2:15 – The bid opening time should be moved to 3:00, this change can be issued in the next addenda #3.

3. Architects progress update – Amy Samuelson

- Phase 1 – SLAM issued the phase 1 punch list last week. There have been a few minor changes requested by the principal.

John Chapman asked if there have been any additional meetings with the team and administrators? – Response – There have not been any scheduled meetings but the design team has had numerous FF&E coordination meetings and have also been meeting weekly with the administration during the weekly Thursday OAC meetings.

Scott Pellman suggested that a meeting be set up after the new year to anticipate the upcoming construction and phasing and discuss an approach to update the public, students' parents and staff on what to expect when the project begins.

JP Fernandes questioned when will the FF&E package be completed – Response - Colliers will set up PCT meeting in January for a February / March approval. The furniture procurement schedule will need to be coordinated with the revised schedule.

Amy Samuelson noted that sample chairs arrived last Wednesday.

Don Fital stated that having the GMP will be an important part of evaluating the FF&E budget.

- Phase 2 – The design team continues to respond to bidding RFI's There have been a few changes that have come from the FF&E meetings that will be issued in the addenda. The biggest was a flip of the engineering space for robotics.

4. Construction Manager Update – Lorel Purcell

- **Phase 1** – a few punch list items to wrap up.
- **Phase 2** – O&G will coordinate the pre-bid walk through tomorrow, the construction team is dealing with RFI's and currently have issued 2 addenda to date. The design and construction team anticipate at least 2 more addenda for a total of 4. The deadline for contractor questions is one week before the bids are due.

5. Other Business None

6. Public Comment

Jim Crocker – I appreciate the effort to schedule around the delay. What were we expecting to get from DEEP – Response the team was looking to confirm a final review timeline from DEEP.

We all agree that the delay is costing the project money. I suggest that the committee invites the legislators to attend one of the meetings.

John Chapman - The legislators are requesting a favor from DEEP – John would like to write a letter from the committee to DEEP copying the legislators discussing the cost of the delay and its effect on the project.

Meeting Adjourn

Motion to adjourn by John Chapman, seconded by J P Fernandes – unanimous.

- Meeting Adjourned 7:16pm,
- The next meeting is scheduled for December 19, 2017 @ 6:30pm