



Regional School District No. 14 Woodbury / Bethlehem

Nonnewaug High School – Renovations Project

Public Building Committee Meeting

October 25, 2016

PBC Attendees:

Matthew Cleary
Patrick DiSarro
Brian Peterson
Andie Green
JP Fernandes
Tom Hecht
Robert Piazza

Absent:

Janet Morgan
George Bauer
Don Fital
John Chapman
Alan Rubacha
Matt Cleary

Also Present:

Kurt Lavaway	Colliers
Scott Pellman	Colliers
Amy Samuelson	SLAM
Dean Ober	SLAM
Lorel Purcel	O&G
Dr. Anna Cutaia-Leonard	Region 14

From / Notes Prepared by:

Kurt Lavaway / Scott Pellman - Project Manager
Colliers International

Attachments:

Project and Milestone Schedules

A meeting of the Public Building Committee was held on Tuesday, October 25, 2016 in the LMC of Nonnewaug High School, 5 Minortown Road, 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 Kurt Lavaway for inclusion.

1. JP Fernandes called the meeting to order at 6:31 PM.
2. OPM Report – Kurt Lavaway reported on the following:

- The renovation status request binder was delivered to OSCGR on October 18, 2016, including a feasibility study compiled by Colliers from previous information received from earlier architect's studies. Colliers spoke to Kermit Thompson at OSCGR earlier today and Mr. Thompson stated that the application looked complete and he had no questions. He expects to have his approval within the next two weeks. Note: OSCGR is moving their office on November 11th and will be shut down for a few days around that week which may have an impact on timing for their review.
- Phase II ESA report, field work has been completed and the final report is expected by the end of the week. Preliminary report from them has been positive that samples are below the threshold limits for remediation but will need the final report to understand what is required.
- Interior hazardous material testing of caulk (black sticky stuff) around blue doors has come back negative, it is possible that the previous samples may have been contaminated in transit or at the lab. Some floor areas may not require remediation but will be noted on the updated hazardous materials report that is expected by the end of the week. The attic blown in insulation also came back negative for asbestos.
- The Commissioning agents contract has been signed and a kick-off meeting was held in late September. Questionnaires have been distributed to the team including the District facilities department to develop the owners project requirements (OPR). The completed OPR will be distributed to the design team and uploaded to the Colliers Drop Box site. The Commissioning Agent is also reviewing the schematic package and will be providing review comments.
- Geotechnical borings will be done on November 8th, they will bring 3 rigs to the site and complete the work in one day. Scott Pellman will coordinate the drilling schedule with Mike Molzon.
- The Schematic Design Documents have been loaded to the Colliers Drop Box site for the building committee to review. Any questions or comments on the Schematic Design package will be added to Colliers design review document.
- The surveyor is picking up a few items that were noted by the design team as incomplete on the survey.
- Schematic Design package design reviews are underway by Colliers, O&G and the Commissioning Agent
- O&G will set up a meeting with CHRO director to review the affirmative action plan in November. Wayne and Colliers will be included.
- Andy Green met with the Civil Engineer BSC and DEEP to review the septic system and reported on their discussions as follows:
 - DEEP staff, had all existing documents on the system and Mike Molzen had the water usage for the past two years, BSC will review design calculations and will open up manhole covers to look at the system.

- Northeast Panel Inc., who was the original manufacturer of the metal roof, has been contacted. Colliers spoke to the PM who was involved in the original project and they are searching their records for the prior roofing warranty.
- The team is currently reviewing the estimates that were received Friday and Monday. The team will have an estimate reconciliation meeting on Wednesday, Oct. 26th to review the estimates in detail and produce one reconciled estimate.

Question: (Patrick DiSarro) Who will be compiling all future warranties?

Response – Colliers mentioned that all warranties will be placed in a 3-ring binder by the CM for all systems and may also be provided electronically during the project close-out phase.

3. Schedule Update

- The overall Project schedule was reviewed along with the detailed Milestone schedule with tasks that have been completed shown as shaded and future milestones and meetings color coded for clarity. Colliers mentioned that the Milestone schedule is a fluid process and will be updated continuously up to the construction start where O&G will then produce the detailed Construction schedule. Kurt specifically pointed out all of the work in March 2017 that will be required for the early package approval and needs to be coordinated with the team and District to decide where adjustments are needed.

4. SLAM – Design Update

Amy Samuelson presented the following:

- Slam presented a description of what is in the Schematic Design package, narrative and drawings. Each discipline provided descriptions of systems and a code narrative.
- The design is what was presented in the past with site alternates identified numerically, new track and field along with other desired sitework will have separate pricing for budget evaluations to try and include some of these items into the project as originally intended.
- Base scope site elements were presented in a separate slide highlighted in red for code required handicapped access including walkways and new patio to the west. Purple/Blue areas were highlighted to show required access drives and parking lots.
- An updated image was presented of the new exterior entrance with a curved canopy that follows the access drive and a lower canopy that protects the entry to the building.
- The first-floor plan shows re-use of classroom areas with the deeper column bay used for science and relocated bathrooms that are right sized. Central Office and Administration, Guidance and Nurse remain in approximately the same locations. Angled walls in selected classroom spaces are provided for flexibility and groups working at separate monitors or smart boards. Building alternates 3 and 4 involve the auditorium for the potential added program spaces that reduce the seating count. Access to the gymnasium was discussed, the design team will review directional signage and if there is a better pedestrian pathway



to the gymnasium. Additional parking will be provided adjacent to the gymnasium.

- Lower level will be completely renovated with a new fitness room on the West side and equal locker rooms for boys and girls to the East. The entrance to the lower level has been moved to the West to allow additional light into the corridor and fitness room. New culinary arts lab added at current terrace, adjacent to that is the new connector corridor to gain access to the cafeteria from the academic building without going through the Student Services building. The current kitchen is in great shape and will be maintained.
- The second floor is very similar to the first with new science labs stacked above the labs on the first level.
- Interior renderings were presented of the main corridor with new wood slat railings to add warmth along with new wall elements that provide areas for lockers. All lockers will be located on the main circulation corridor. Interior images were reviewed for the auditorium that showed wood and clouds or reflector panels. The wall panels have a provision to add LED lighting. Looking to open up the ceiling in the cafeteria to open the space up. Images of the classrooms were presented that showed the versatile teaching walls.

Question (Robert Piazza) Are the fields and items identified in the alternates list currently not in the budget?

Response - Colliers explained that the current project scope assumed within the budget is the same that was previously presented to the committee in August which did not include much fields work due to the budget constraints imposed by the project delay. After the SD Phase estimates have been reviewed, the fields scope can again be reconciled with the building committee.

5. Update on Schematic Design Estimating Process

- Colliers presented the process for reconciling the estimates and the format utilized. Estimates will be reviewed in detail in an all-day meeting on 10/26/16. All assumptions, quantities and unit costs will be reviewed and trends and value engineering potential will be discussed. Columns will track each estimate from SLAM and O&G with a third column showing the difference and a fourth showing the reconciled number. The process must also separate the central office from the high school project to account for the separate funding by the State. During this process a list will be generated of value engineering suggestions to reduce cost. The goal is to not have VE affect reimbursement or the educational program. The list will be priced by the estimators and will be reviewed with the design team, District and Building Committee.

6. Other Business - None

7. Public Comment - None

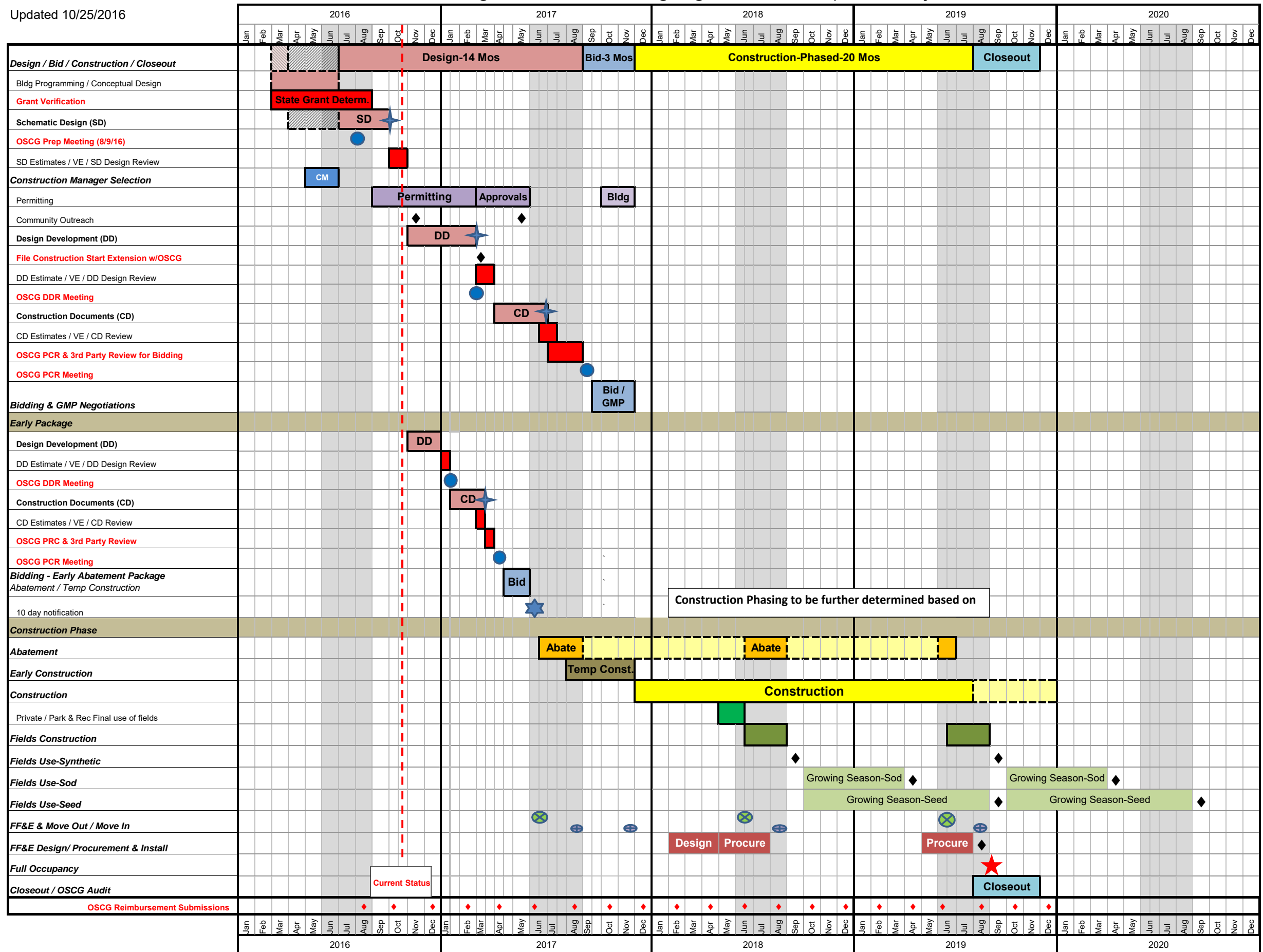
The next meeting will be held at **6:30 PM** on **Tuesday November 8, 2016** in the High School Library Media Center, located at 5 Minor Town Road, Woodbury, CT. Additional meetings will be determined.



Meeting Adjourned at 8:07 PM.

Region 14 - Nonnewaug High School - Proposed Project Schedule

Updated 10/25/2016



Region 14 Public Schools

Nonnewaug High School Additions & Renovations
 Design, Bidding & Construction Phases Milestone schedule
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	Completed Tasks
*	Revision from previous iteration
	Working Group (District/ BC Chair / BC Vice Chair / Project Team)

I. Program / Grant Verification

March 1 thru June 21, 2016

II. Schematic Design (SD) Phase

June 22 thru October 31, 2016

1	NBC Meeting	June 21, 2016
2	Start SD Phase	June 22, 2016
3	Issue RFQ/P for Commissioning Services	June 22, 2016
4	Working Group Meeting	June 30, 2016
5	Open CxA Proposal Responses	July 12, 2016
6	NBC Meeting	July 19, 2016
7	Review / Select CxA Proposal Responses w/NBC	July 19, 2016
8	Working Group Meeting	July 29, 2016
9	NBC Meeting	August 2, 2016
10	User Meetings	August 1 thru September 2, 2016
11	Hazmat Report Due	August 8, 2016
12	OSCG Prep Meeting	August 9, 2016
13	Project Team Coordination Meeting	August 12, 2016
14	Working Group Meeting	August 15, 2016
15	Project Team Coordination Meeting	August 17, 2016
16	Phasing Meeting	August 23, 2016
17	Working Group Meeting	August 24, 2016
18	Working Group Meeting	August 26, 2016
19	NBC Meeting	August 30, 2016
20	Award CxA contract	September, 2016
21	Project Team Coordination Meeting	September 8, 2016
22	Submit Revised Grant Applications / District Letter	September 12, 2016
23	NBC Meeting	September 13, 2016
24	Community Outreach Focus Group Mtg	September 13, 2016
25	SLAM - User Meetings	September 14, 2016
26	Project Team Coordination Meeting	September 16, 2016
27	Town Building / Planning Department Meetings	September 19, 2016
28	Project Team Coordination Meeting	September 23, 2016
29	Campus Security Meeting	September - (TBD)
30	NBC Meeting	September 27, 2016
31	Community Outreach Focus Group Mtg	September 27, 2016
32	Project Team Coordination Meeting	September 28, 2016
33	Commissioning Kick-off / High Performance Mtg	September 29, 2016
34	Receive SD Set for Estimating	September 30, 2016
35	Start SD Design Review	September 30 thru October 21, 2016
36	Project Team Coordination Meeting	October 7, 2016
37	School Holiday	October 10, 2016
38	NBC Meeting	October 11, 2016
39	Renovation Status Submission to OSCG	October 18, 2016
40	SD Estimates due from Estimators	October 21, 2016
41	Project Team Coordination Meeting	October 21, 2016
42	Working Group Meeting	October 24, 2016
43	NBC Meeting	October 25, 2016
44	SD Reconciliation Meeting	October 26, 2016
45	SD VE Efforts Complete	October 27 thru November 4, 2016
46	Working Group Meeting	October 28, 2016
47	Phase II ESA Complete	October 31, 2016 (Est.)

4 Months

1 Month

Final Program Presentation
Review plan and site test fits
SLAM Plan Test Fit Presentation
SLAM / O&G Construction Budget review
Start Admin / Staff User Meetings
Conceptual Estimate Development
Review O&G conceptual construction cost analysis
Identify swing space availability
Review community outreach plan
Review O&G conceptual construction cost analysis
Hazmat Survey Results / Conceptual Project Costs
Following NBC Approval
"Focus Group" meeting
Award Geotech Engineer
Note Day of Week Change
School Closed
Canceled
Hand Delivered
Review with District, JC and JP
Review SD Estimate and VE

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48 Working Group Meeting	1 week	November 4, 2016 (Pending)	If needed to review additional VE
49 Community Outreach Focus Group Mtg		November 7, 2016 (TBD)	Nov. 9 - alternate date?
50 NBC Meeting (SD Estimate Review)		November 8, 2016	Election Day / Teacher Prof. Learning Day
51 Geotech Borings		November 8, 2016	
52 Approval to Proceed to DD Phase		November 9, 2016	Pending SD estimate and VE results

III. Design Development (DD) Phase **November 9, 2016 thru March 31, 2017**

1 Start DD Documents	4 Months	November 9, 2016	
2 CHRO Meeting		November 10, 2016 (TBD)	District / O&G kick-off meeting
3 Geotech Borings		November 11, 2016	School Closed
4 Project Team Coordination Meeting		November 11, 2016	
5 Working Group Meeting		November 14, 2016 (TBD)	
6 NBC Meeting		November 15, 2016	
7 Project Team Coordination Meeting		November 18, 2016	
8 High Performance Bldg. Meeting		November 21, 2016	Update points list
9 Holiday Break		Nov. 24 thru Nov. 25, 2016	Nov. 23 - Early Dismissal
10 Renovation Status Approval		November 28, 2016 (est.)	30 Business days from 10/18
11 NBC Meeting		November 29, 2016	
12 Public Information Session		November (TBD)	Review potential dates with BC
13 Project Team Coordination Meeting		December 2, 2016	
14 Security Meeting		December 5, 2016	RO / Admin / BOE Security Committee
15 Project Team Coordination Meeting		December 9, 2016	
16 NBC Meeting		December 13, 2016	
17 Project Team Coordination Meeting		December 16, 2016	
18 Holiday Break		Dec. 26 thru January 2, 2017	Dec. 23, 2016 - Early Dismissal
19 Send Early Bid Package DD set to Estimators		January 3, 2017	
20 Start Early Bid Package DD Design Review		January 3 thru January 13, 2017	
21 Project Team Coordination Meeting		January 6, 2017	
22 NBC Meeting		January 10, 2017	
23 Project Team Coordination Meeting		January 13, 2017	Early Dismissal - Teacher Prof. Learning Day
24 School Holiday		January 16, 2017	School Closed
25 High School Mid Terms		January 17 thru January 23, 2017	Early Dismissal
26 Early Bid Package DD Estimates due from Estimators		January 12, 2017	
27 Early Bid Package DD Reconciliation meeting		January 17, 2017	
28 Early Bid Package DDR Meeting		Januray 18, 2017	Pending schedule with OSCG
29 Working Group Meeting		January 23, 2017	Review Estimates
30 NBC Meeting		January 24, 2017	
31 Start Early Bid Package CD's		January 25, 2017	
32 Project Team Coordination Meeting		January 27, 2017	
33 Project Team Coordination Meeting		February 3, 2017	
34 NBC Meeting		February 7, 2017	
35 Community Outreach Focus Group Mtg		February 7, 2017 (TBD)	
36 Project Team Coordination Meeting		February 10, 2017	
37 Project Team Coordination Meeting		February 17, 2017	Early Dismissal - Teacher Prof. Learning Day
38 Spring Break		February 20 - February 21, 2017	School Closed
39 NBC Meeting (If needed)		February 21, 2017	
40 Project Team Coordination Meeting		February 24, 2017	
41 Submit to IWC		February 28, 2017	

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42 Grant Commitment Letter	March 1, 2017 (est.)	Timing depends on reimbursement status
43 Send DD set to Estimators	March 3, 2017	Includes Early Bid Package CD estimate
44 Start DD Design Review	March 6 thru March 22, 2017	Includes Early Bid Package CD set
45 NBC Meeting	March 7, 2017	
46 Community Outreach Focus Group Mtg	March 7, 2017 (TBD)	
47 DDR Meeting	March 8, 2017	
48 Project Team Coordination Meeting	March 10, 2017	
49 File Construction Extension Letter w/ OSCG	March 13, 2017	
50 IWC Meeting	March 14, 2017 (TBD)	
51 Early Package CD Estimates due from Estimators	March 15, 2017	
52 Early Package CD Reconciliation meeting	March 17, 2017	
53 Project Team Coordination Meeting	March 17, 2017	
54 Working Group Meeting	March 20, 2017	
55 Early Package 3rd Party Code Review	March 20, 2017 thru March 31, 2017	
56 NBC Meeting (if needed)	March 21, 2017	Review Early Package CD Estimate and VE
57 Submit to P&Z	March 22, 2017	
58 Project Team Coordination Meeting	March 24, 2017	
59 DD Estimates due from Estimators	March 24, 2017	
60 DD Reconciliation meeting	March 28, 2017	
61 Working Group Meeting	March 31, 2017	Review DD Estimate and VE
62 NBC Meeting	April 4, 2017	
63 Approval to Proceed to CD Phase	April 5, 2017	

IV. Construction Documentation (CD) Phase	April 5, 2017 thru September 8, 2017	
1 Start CD Documents	April 5, 2017	
2 P&Z Meeting	April 5, 2017 (TBD)	
3 Project Team Coordination Meeting	April 7, 2017	
4 Spring Break	April 10 thru April 14, 2017	School Closed
5 Project Team Coordination Meeting	April 14, 2017	Good Friday
6 NBC Meeting (if needed)	April 18, 2017	
7 Community Outreach Focus Group Mtg	April 18, 2017	
8 Project Team Coordination Meeting	April 21, 2017	
9 Project Team Coordination Meeting	April 28, 2017	
10 NBC Meeting	May 2, 2017	
11 Project Team Coordination Meeting	May 5, 2017	
12 Project Team Coordination Meeting	May 12, 2017	
13 NBC Meeting (If needed)	May 16, 2017	
14 Project Team Coordination Meeting	May 19, 2017	
15 Public Information Session	May 23, 2017 (TBD)	
16 Project Team Coordination Meeting	May 26, 2017	Early Dismissal - Teacher Prof. Learning Day
17 DEEP Flood Management Application	TBD	
18 OSTA Submission (if required)	TBD	
19 Stormwater Discharge Permit	TBD	
20 DEEP / Pomperaug Health Dept. Septic Approva	TBD	
21 School Holiday	May 29, 2017	School Closed
22 NBC Meeting	May 30, 2017	
23 Project Team Coordination Meeting	June 2, 2017	
24 90% CDs Review	June 2, 2017	
25 90% CDs to Estimators	June 2, 2017	

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26	Project Team Coordination Meeting	June 9, 2017
27	Last Day of School	June 12, 2017 (est.)
28	Summer Break	June 13 thru August 31, 2017
29	NBC Meeting	June 13, 2017
30	90% CD Estimates Due	June 16, 2017
31	Working Group Meeting	June 19, 2017
32	90% CD Est. Reconciliation meeting	June 20, 2017
33	Last Day of School	June 19 - June 23, 2017 (est.)
34	Project Team Coordination Meeting	June 23, 2017
35	NBC Meeting (If needed)	June 27, 2017
36	100% CD Set for 3rd Party Code Review	June 30, 2017 thru July 28, 2017
37	Holiday Break	July 3 thru July 7, 2017
38	Project Team Coordination Meeting	July 7, 2017
39	NBC Meeting	July 11, 2017
40	Project Team Coordination Meeting	July 14, 2017
41	Project Team Coordination Meeting	July 21, 2017
42	NBC Meeting (If needed)	July 25, 2017
43	Receive Plan Review Comments	July 28, 2017
44	Incorporate Plan Review Comments	July 31, 2017 thru Aug. 14, 2017
45	NBC Meeting	August 8, 2017
46	Re-submit corrected CDs	August 15, 2017
47	Local Building Official Sign-Off	August 25, 2017
48	NBC Special Meeting	August 29, 2017
49	BC and BOE Meeting	August 29, 2017
50	Return to OSCG with Permit or Sign-Off	August 30, 2017
51	<i>Advertise Project</i>	September 8, 2017

2 Months

School Closed

Project Team Conf Call

Subject to Local Reviewer

Approval to go to Bid

Allow 8 days for OSCG to approve for bid

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V. Bid Phase (Early Bid Package)	April 5, 2017 thru June 6, 2017	
1 OSG Approval to Bid	April 3 thru April 11, 2017	
2 Advertise Project	April 12, 2017	
3 Pre-Bid Site Visit	April 18, 2017	
4 Bidding complete	May 10, 2017	
5 Finalize contacts & GMP	May 11, 2017 thru May 23, 2017	
6 Review of Partial GMP Contract	May 24, 2017 thru May 26, 2017	
7 Working Group Meeting	May 26, 2016	
8 School Holiday	May 29, 2017	School Closed
9 NBC Meeting to Approve Partial GMP	May 30, 2017	
10 BOE Meeting to Approve Partial GMP	June 6, 2017	Verify approval process

V. Bid Phase (Base Project)	September 11, 2017 thru November 17, 2017	
1 OSG Approval to Bid	September 11, 2017	
2 Advertise Project	September 14, 2017	
3 Pre-Bid Site Visit	October 16, 2017	
4 Bidding complete	October 17, 2017 thru Nov. 10, 2017	
5 Finalize contacts & GMP	November 13, 2017 thru Nov. 17, 2017	
6 Review of GMP Contract	November 21, 2017	
7 NBC Meeting to Approve GMP	November 23, 2017 thru Nov. 24, 2017	School Closed
8 Holiday Break		

VI. Construction (Early Package)	May 17, 2017 thru November 17, 2017	
1 Notice to Proceed	May 17, 2017	
2 10 Day Notice (Abatement)	May 22, 2017	
3 Start Demo/Abatement	June, 2017 (TBD)	Day after last day of school
4 Temp. Construction	August, 2017 (TBD)	
5 Temp Construction Completion (Phase xx)	November 17, 2017	

VI. Construction (Base Project)	November 27, 2017 thru	
1 Notice to Proceed	November 27, 2017	
2 Start FF&E Design	February 8, 2018 (TBD)	
3 Finalize FF&E	May 30, 2018 (TBD)	
4 Contractor substantial completion of building	August 20, 2019 (TBD)	
5 FF&E Procurement (Phase F1)	May, 2018 thru August 1, 2018 (TBD)	
6 FF&E Installation / Move-In	August, 2018 (TBD)	Third week of August
7 FF&E Procurement (Phase F2)	May, 2019 thru August 1, 2019 (TBD)	
8 FF&E Installation / Move-In	August, 2019 (TBD)	Third week of August
9 Commissioning Start	August 1, 2019	May be phased (TBD)
10 Occupy new building	September 5, 2019	First Day of 2019/2020 School Year

VII. FF&E Procurement and Moves		

VII. Closeout		