

A meeting of the Building Committee was held on Tuesday, April 26, 2016 in the LMC of Nonnewaug High School, 5 Minortown Road, Woodbury, Connecticut.

Present: John Chapman, JP Hernandez, George Bauer, Matt Cleary, Don Fiftal, Andie Green, Tom Hecht, Gary Mitchell, Brian Peterson, Robert Piazza, Alan Rubacha

Absent Members: Patrick DiSarrao, Janet Morgan

Also present: Marc Sklenka and Chuck Warrington (Colliers), Alice Jones (Principal), Anna Cutaia-Leonard (Superintendent)

Mr. Chapman called the meeting to order at 6:33 pm.

OPM Report (See OPM Report attached):

- Mr. Sklenka reported that the RFQ for Construction Manager (CM) and the various RFPs are with Wayne McAllister for review and awaiting input. Colliers expects to have comments returned this week and post the RFQ and RFPs by 4/29/16.
- The working group (SLAM, Colliers, BOE and school administration) will be convening on 4/28/16 to review the results of the programming efforts and to determine areas required to be modified. Colliers will forward the results by end of business on Friday, 4/29/16.
- Colliers reviewed the Construction Manager procurement schedule.
  - Qualification packages from CMs are due 5/13/16. A special meeting will be held on 5/19/16 to shortlist firms in executive session.
  - RFP for CMs will be issued on 5/20/16 with proposals being due by 5/31/16.
  - Interviews for CM will be held on 5/31/16 (up to two firms) and 6/1/16 (up to two firms). All interviews will be in executive session.
  - Selection on 6/1/16, or shortly thereafter.
- Proposals for Environmental Site Assessment, Hazardous Materials Investigations, and Site Survey/Wetlands delineation are due on 5/10/16.
- A special meeting will be held for 5/3/16 to review the findings of the programming efforts. The programming report will be distributed by end of business on 4/29/16.

Mr. Sklenka reported that the RFP for commissioning services will be distributed shortly for review.

Mr. Rubacha recommended that the project determine as many fees and expenses (soft costs) now to determine what will remain in the budget for construction costs. All concurred. Colliers noted they have assigned values for most of the expenses and have developed a cash forecast for the next twelve months based on that. As the proposals for survey, haz mat and environmental site assessments arrive, the budget for fees and expenses will get clearer. Colliers will provide an update in two weeks. Mr. Rubacha recommended waiting until the CM is on board and the schematic design estimate is complete.

Dr. Cutaia-Leonard requested that the BOE and school staff have input on any value engineering recommendations. Building committee members concurred with that request.

A public information meeting will be held in September when school returns. The BOE will update the project website and facebook pages with current information from the project as it progresses.

Public Comment: None

Ms. Fernandes entered a motion to adjourn, seconded by Mr. Bauer. Unanimously carried.

Minutes of the Building Committee **(DRAFT)**  
Regional School District 14 [www.ctreg14.org](http://www.ctreg14.org)  
April 26, 2016

Page 2 of 2

The meeting concluded at approximately 7:45 pm

Respectfully submitted,

Charles E. Warrington, Jr., P.E.  
Senior Project Manager  
Colliers International