

A meeting of the Building Committee was held on Tuesday, April 12, 2016 in the LMC of Nonnewaug High School, 5 Minortown Road, Woodbury, Connecticut.

Present: Committee Vice Chair JP Fernandes, committee members George Bauer, Alan Rubacha, Andie Greene, Janet Morgan, Tom Hecht, Gary Michell.

Unavailable to attend: John Chapman, Brian Peterson, Don Fital, Matt Cleary, Patrick DiSarro, Robert Piazza

Also present: Mike Molzon, Amy Christmas from S/L/A/M, Marc Sklenka and Charles Warrington from Colliers

Mr. Fernandes called the meeting to order at 6:36 pm.

Ms. Christmas provided an overview of the visioning meeting presented to select faculty on April 5, 2016. During that meeting SLAM reviewed goals for the project with reference to the meeting minutes from that date. She noted that the project team will review the goals as the design progresses. SLAM staff have been meeting with staff to confirm programming requirements for the new spaces. SLAM has begun inserting the existing building configuration into REVIT (CAD). They expect to have a draft version of the programming completed for April 26<sup>th</sup> pending additional meetings with admin and staff. BC members referenced the meeting minutes from April 5<sup>th</sup>, asking why the direct line of site from the Library Media Center (LMC) is a distraction for students. Ms. Christmas noted that because the LMC is directly across from the main entrance to the building, and the amount of pedestrian traffic that uses the main hallway, it is located such that students in the LMC are distracted by the activity directly outside the doors.

It was determined that Colliers will issue the BC Meeting agenda on the Friday preceding the building committee meeting, via Deb Carlton.

Mr. Sklenka provided an overview of the three-month look ahead and provided the current milestone schedule. Colliers has been developing the Request for Qualifications (RFQ) and Request for Proposals (RFP) for construction manager, hazardous materials investigation, site survey and environmental site assessments. Colliers will be requesting approval of the draft RFQ and RFPs this evening. The RFQ/P for commissioning (Cx) services will be forthcoming.

Colliers provided a review of the Request for Qualifications for Construction Manager noted that it's preferred obtain qualification statements first then shortlist to no more than four (4) firms to issue RFPs to then interview based on the proposals. Mr. Warrington provided a detailed review of the RFQ noting that Wayne McAllister will need to review with legal counsel and insert district insurance and contract requirements. The building committee requested that the RFQ request the CM's experience in occupied phased construction also. The building committee approved posting of the RFQ contingent upon review by counsel and finalization by Mr. McAllister.

Collier provided review of the RFP for Hazardous Materials Consultant. After the review the committee requested that Collier consult with an environmental firm to verify the information being requested in the RFQ prior to posting. The committee inquired why the Environmental Site Assessment Phase 1 was not included in this RFP. Mr. Warrington noted that it could be included but the intent was to keep the building investigations separate from the site investigations. The building committee opted to stay with two separate RFPs. The building committee approved posting of the RFQ contingent upon review by counsel and finalization by Mr. McAllister.

Colliers provided review of the RFP for the Phase 1 ESA and SCG053-Site Analysis form. Mr. Warrington noted that the Office of School Construction Grants (OSCG) now requires the SCG-053 on all projects. The Phase 1 ESA, and potentially a Phase 2 ESA, is required to complete the SCG-053. Mr. Warrington noted that proposal for the Phase 2 ESA is not included in the

RFP as the scope of that service will not be known until the Phase 1 is completed. The building committee approved posting of the RFQ contingent upon review by counsel and finalization by Mr. McAllister.

Collier provided a review of the RFP for Site Survey and Wetlands delineation. The building committee inquired if the scope of the RFP could be reduced and to incorporate prior surveys that have been completed. Mr. Warrington noted that it could be done however if the two surveys do not match up properly, then the liability for such survey would be in question. Mr. Warrington noted it could lead to a change order during construction if vertical or horizontal data is incorrect due to combining the surveys. By provided one comprehensive survey, there is one source for the background information. The building committee approved posting of the RFQ contingent upon review by counsel and finalization by Mr. McAllister.

Mr. Bauer requested a cash flow analysis from Colliers for the next meeting.

Ms. Morgan entered a motion to adjourn, seconded by Mr. Bauer. Unanimously carried.  
The meeting concluded at 7:23 pm

Respectfully submitted,

Charles E. Warrington, Jr., P.E.  
Colliers International