

Greenwich Board of Education Minutes of the GHS Front Entry Committee Meeting

DATE: May 18, 2022

LOCATION: Virtual via Google Meet

TIME: 8:00 am

Committee Members Present:

Stephen Walko - Chairman

Jake Allen- Vice Chairman

Maureen Bonanno-Secretary

Ashley Cole

Louis Contadino

Stephanie Cowie

Christina Downey (BOE)

Leslie Moriarty (BET)

Ex-Officio Members Present:

Craig Amundson (RTM)

Ralph Mayo (GHS Principal)

Steven Swidler (BOE Staff)

Tom Bobkowski (BOE - Central Office)

Dennis Yeskey (P&Z)

Dan Watson (BOE- Central Office)

Will Schwartz (DPW)

Others Present:

David Stein (Silver Petrucelli)

Chris Cykley (CSG)

Not Present:

Lauren Rabin (Board of Selectmen)

Megan Galleta

- **Call to Order:** Meeting was called to order by Mr. Walko at 8:02 a.m.
- **Project Update:**
 - Mr. Walko asked Mr. Stein to give an update on the meeting with the state. Mr. Stein noted that the meeting with the state is called a PCR or Plan Completion Review, done by two of the staff architects, and most of the review is administrative. He added that they review the plans for the overall mission of the project, the scope and how it relates to the Ed Specs. There are some technical items reviewed but they do not do code review.

- Mr. Stein stated that there is a checklist of items that need to still be provided to the state and the majority are forms that the BOE provides. He added they are currently being worked on and the goal is to go back to the state shortly. Mr. Stein stated that once everything is in place and satisfactory, the State will issue a letter of approval and after that is received, we can go out to bid.
- Mr. Stein noted that the state requested the renovation dates of all of the roofs for the entire building as well as a list of all ADA designated schools in the district.
- Mr. Walko asked what items we are still waiting on and Mr. Stein responded that they are waiting on the estimate certification and ADA list which both need to be signed by the superintendent. Mr. Stein added that the state is also requesting a letter from the town's Water/Sewer Engineering department stating that the water from the new vestibule's roof drains does not have an adverse effect on the storm drainage system.
- Mr. Walko asked when we would be in a position to get back to the state. Mr. Cykely responded that the state wanted everything sent back in one package and Mr. Stein noted that he has not gotten confirmation from Engineering that they can do the review.
- Ms. Downey asked if the requests from the state regarding the roof renovation dates and the ADA compliance relates to the entire district or just the building because there are areas in the district that are not ADA compliant, and she is concerned that could hold up our project. Mr. Stein responded that the roof renovation is related just to the building but the ADA compliance is for the district. Mr. Cykely added that he did not think that the ADA compliance information would be an issue, and noted that not every district is ADA compliant and it is more of a check to see where the district is.
- Mr. Walko thanked the building department for their assistance in reviewing the plans with such a quick turnaround.
- Mr. Schwartz stated that sign off would be needed from Engineering and Mr. Stein added that Mr. Nanzer has contacted them and has requested a letter stating that there will be no adverse effect on the storm drainage system. Mr. Schwartz will follow up with Engineering.
- Mr. Walko emphasized that timing is critical and added that once the state receives the package, they will either give sign off or they may request another meeting, and at that point, we can go to bid. Mr. Walko stated that the bid process takes approximately one month, so if we submit the package to the state by the 19th, we get approval by the 23rd and the RFP's go out then, this could mean the beginning of July for GC to be on board and, if we have the funds, for the Owners Rep as well.
- Mr. Walko asked about the status of the RFP's and Mr. Stein responded that the construction piece is drafted minus the pre bid and submission dates which are not known at this time. Mr. Walko requested the RFP's be sent to the Committee for review. Mr. Walko asked if the RFP's go through BOE Purchasing but Mr. Cykely noted that Construction RFP comes from Silver Petrucelli and BOE

Purchasing just posts to the website but the Owners Rep bid will come from Purchasing.

- Mr. Contadino asked if there are contractors aware of this is project coming soon and Mr. Stein responded that other than hearing about it via word of mouth, they can't share content ahead with contractors since it is a public project.
 - Ms. Downey asked, given the current timeline and under a best case scenario, if there is a point that we can't start the project in terms of getting the work done that's required before the students come back in the fall. Mr. Walko responded that the goal will be to get the foundation done and do as much of the Administration wing as possible by the time school starts. He added that there is just some work that can't be done when the students are there, but otherwise does not believe that the project will be pushed out.
 - Ms. Cole noted her concern about the budget given where we are in the process and Mr. Walko responded that we need to wait for bids to come in.
 - Mr. Allen stated that the logistics is the greatest concern, especially with regards to getting the steel over the glass corridor. Mr. Walko stated that once the bids come in, we will know a lot more.
 - Ms. Cowie suggested that there should be notes on the process for future projects.
 - Mr. Contadino asked if the construction documents indicate some of the measures that need to be taken for a temporary corridor or for moving things around during the school year. Mr. Stein responded that there are contract considerations but once the contractor is on board a schedule will be submitted which will be reviewed and approved by the Building Committee and architect. Mr. Contadino asked about the additional costs should we need to build a temporary corridor and Mr. Walko responded that those would be our expenses and building any temporary building would be very expensive and should be avoided.
 - Ms. Moriarty noted that she would be very uncomfortable going ahead without a project manager and the timing is hurting us not only from a construction standpoint, but if we need more funds, the earliest RTM meeting would be in September.
- **RFP Process.**
 - Mr. Walko stated that Mr. Stein and Mr. Cykley will circulate the RFPs.
 - Mr. Walko suggested that in order to expedite the process, we can make a motion to approve the RFP's subject to a few people reviewing them. Ms. Downey agreed that it would be an appropriate motion and that Mr. Allen and Mr. Contadino should be considered. Mr. Walko asked Ms. Moriarty if she could review the RFP's from the town side and Ms. Moriarty agreed.
 - Mr. Allen asked if there is an itemized bid form and Mr. Stein responded that since it is a lump sum bid so there is not an itemized bid but we will be able to see the schedule of values at the time of scope review. Mr. Allen asked if it was possible to ask for one.

- Mr. Allen expressed concern that if we get $\frac{3}{4}$ way through the project and we realize that they didn't have something in the proposal but Mr. Cykley responded that it gets washed out in the scope review which is an in depth review.
- Mr. Amundsen noted his concern with timeframe and that the state is asking for things out of ordinary, such as the ADA/roofing. Mr. Amundsen stated that the RTM can be reconvened over the summer if necessary.

Motion to Approve RFPs:

Motion was made by Christina Downey and seconded by Jake Allen to approve the two RFPs subject to final review and sign off by Mr. Allen, Mr. Contadino and Ms. Moriarty. The motion was approved.

The Motion Passed 8-0-0

- **Approvals of Outstanding Invoices:**

- Mr. Walko noted that there are two invoices for approval.

Motion to Approve Invoice 21-2163 :

Motion was made by Jake Allen and seconded by Leslie Moriarty to approve invoice 21-2163 dated 10/2/21 for 100% schematic design in the amount of \$2,194.37. The motion was approved.

The Motion Passed 8-0-0

Motion to Approve Invoice 22-0409:

Motion was made by Jake Allen and seconded by Leslie Moriarty to approve invoice 22-0409 dated 5/1/22 in the amount of \$1,199.80 which goes toward the construction docs. The motion was approved.

The Motion Passed 8 -0-0

- **Approval of Minutes:**

Motion was made by Jake Allen and seconded by Christina Downey to approve the minutes of the May 4th, 2022 meeting. The motion was approved.

The Motion Passed 8-0-0

- **Next Meeting:**

- The committee will tentatively meet next on June 1st.

- **Adjourn:**

- The meeting was adjourned by Mr. Walko at 8:50 am.

Submitted by Maureen Bonanno on June 6th, 2022