

South Windsor Public Building Commission
Minutes – Regular Meeting September 13, 2017

A regular meeting of the Public Building Commission was held on September 13, 2017 at 6:30 PM at the Administrative Offices, 1737 Main Street, South Windsor. The following people were in attendance:

Members Present: Matthew Beaulieu, Kathy Daugherty, Carol Kelley, Phil Koboski, Matthew Montana, Edward O'Connell and Bernard Thomas

Also Present: South Windsor Public Schools Representatives Dr. Kate Carter and Patrick Hankard; Colliers International Representative Charles Warrington; Moser Pilon Nelson Representative Dave Symonds and Gilbane Representatives Nick Conti and Taylor Gladding

Chairman Koboski called the meeting to order at 6:30 PM.

Approval of Minutes: A motion was made by Mrs. Kelley, seconded by Mr. Montana, to approve the minutes of the August 2, 2017 meeting. Motion passed unanimously. (7-0)

A motion was made by Mrs. Kelley, seconded by Mr. Montana, to approve the minutes of the August 9, 2017 meeting. Motion passed unanimously. (7-0)

A motion was made by Mr. Beaulieu, seconded by Mr. Thomas, to approve the minutes of the August 30, 2017 meeting. Motion passed unanimously. (7-0)

Review Correspondence/Communications and Comments from the Public: None.

UNFINISHED BUSINESS

Review of Updated Project Budget: Mr. Warrington advised that of the \$33,521,700 budget, \$29,915,000 had been expended to date, with available funds remaining of \$736,500 (which includes \$566,000 of the anticipated remaining CM contingency.)

Review of FF&E Deliveries and Installation: Mr. Warrington reported that the FF&E deliveries went pretty well, noting that they are waiting on one vendor, W.B. Mason, with whom Colliers has had struggles in the past. He noted that he met with W. B. Mason management to discuss the issues and advised the commission that in the future Colliers would not recommend awarding FF&E bids to W. B. Mason. Mr. Warrington provided specific examples of issues with their service and responded to commission members' questions in this regard. Dr. Carter relayed feedback from the staff, noting that she had been made aware of certain hardships placed upon the district's technology staff with some of the last minute technology integration. She suggested that Doug Couture, the director of technology, attend an upcoming meeting to discuss those concerns and to provide recommendations for Phase II.

Mr. Warrington provided the commission with a listing of additional requests that were presented by OH staff after having been in the building for a time. The list contained approximately fifteen additional requests, some of which were FF&E and some of which were construction-related. Dr. Carter suggested that the listing be reviewed with Principal Tortora to determine their necessity. Mr. Warrington noted that he would review the listing and would solicit pricing on the items to be brought back to the commission for its consideration. Commission members were in agreement.

Review of Remaining Construction Schedule and Change Order Work: Ms. Gladding reported that Gilbane is no longer on site but is continuing to follow punch list items and change orders. Last Saturday the playground drain was installed and the only other remaining items are the installation of cabinets in the pre-k room which are being installed tomorrow afternoon, as well as added signage. Next Thursday, when schools will be closed, Gilbane is planning to complete the outstanding items. With regard to the exterior, Ms. Gladding reported that a couple of sidewalks do not comply with ADA requirements as their slopes were too steep and that she expects them to be repaired either this Thursday or next Saturday. She advised that the commissioning agent was on site and that there remain approximately fifteen commissioning items related to HVAC, plumbing and electrical that are being addressed.

Review of Updated CM Contingency Expenditures: Ms. Gladding reported that since the last meeting, there will be \$100 added to the contingency in order to expedite shipment on a hardware change that will be presented to the commission later in the meeting.

NEW BUSINESS

Approval of Invoices: Mr. Warrington reviewed the invoices, responded to commission member questions and advised that Colliers endorses payment of the invoices presented. A motion was made by Mr. Montana, seconded by Mr. O'Connell, to approve the following invoices totaling \$1,143,006.57 for the Orchard Hill project. Motion passed unanimously. (7-0)

- Invoice #25 dated August 31, 2017 from Gilbane Building Company in the amount of \$284,921.28
- Invoice #19038 dated August 31, 2017 from Colliers International in the amount of \$14,689.00
- Invoice #24462 dated August 11, 2017 from Anchor Engineering in the amount of \$1,010.00
- Invoice #6649453-5 dated August 24, 2017 from Baker and Taylor in the amount of \$125,130.02
- Invoice #5746 dated July 14, 2017 from G. Donovan Associates in the amount of \$2,860.58
- Invoice #5766 dated August 10, 2017 from G. Donovan Associates in the amount of \$500.00
- Invoice dated August 2, 2017 from CT Water in the amount of \$394.12
- Invoice dated August 2, 2017 from CT Water in the amount of \$196.03
- Invoice #32292 dated June 9, 2017 from Digital BackOffice in the amount of \$4,145.29
- Invoice #JQK0926 dated July 28, 2017 from CDWG in the amount of \$105.75
- Invoice #JRB5347 dated August 1, 2017 from CDWG in the amount of \$5,853.45
- Invoice #JRD7431 dated August 2, 2017 from CDWG in the amount of \$149.25
- Invoice #JSW2211 dated August 9, 2017 from CDWG in the amount of \$5,378.50
- Invoice #JTG2660 dated August 11, 2017 from CDWG in the amount of \$1,175.00
- Invoice #JWG2995 dated August 21, 2017 from CDWG in the amount of \$69,144.00
- Invoice #JWR4802 dated August 22, 2017 from CDWG in the amount of \$817.75
- Invoice #JWZ8169 dated August 23, 2017 from CDWG in the amount of \$171,375.00
- Invoice #JXB9058 dated August 24, 2017 from CDWG in the amount of \$110.00
- Invoice #JXM4871 dated August 25, 2017 from CDWG in the amount of \$12,934.00
- Invoice #6721787 dated August 11, 2017 from Fisher Scientific in the amount of \$456.99
- Invoice #32844-1 dated August 18, 2017 from Robert H. Lord in the amount of \$287.55
- Invoice #32844 dated August 21, 2017 from Robert H. Lord in the amount of \$290,273.11
- Invoice #32844-2 dated August 21, 2017 from Robert H. Lord in the amount of \$467.08
- Invoice #32844A dated August 21, 2017 from Robert H. Lord in the amount of \$43,562.91
- Invoice #658668 dated August 25, 2017 from Red Thread in the amount of \$27,311.62
- Invoice #659065 dated August 28, 2017 from Red Thread in the amount of \$20,508.71

- Invoice #602640294 dated August 4, 2017 from Hillyard in the amount of \$405.91
- Invoice #6846 dated August 1, 2017 from Insalco in the amount of \$4,720.95
- Invoice #6862 dated August 4, 2017 from Insalco in the amount of \$17,983.00
- Invoice #6863 dated August 14, 2017 from Insalco in the amount of \$1,281.00
- Invoice #6864 dated August 4, 2017 from Insalco in the amount of \$8,004.00
- Invoice #6882 dated August 16, 2017 from Insalco in the amount of \$3,185.00
- Invoice #6887 dated August 18, 2017 from Insalco in the amount of \$3,028.34
- Invoice #6888 dated August 18, 2017 from Insalco in the amount of \$6,528.00
- Invoice #6891 dated August 21, 2017 from Insalco in the amount of \$1,142.00
- Invoice #6906 dated August 25, 2017 from Insalco in the amount of \$540.00
- Invoice #6907 dated August 25, 2017 from Insalco in the amount of \$1,471.04
- Invoice #6908 dated August 25, 2017 from Insalco in the amount of \$10,579.00
- Invoice #6921 dated August 30, 2017 from Insalco in the amount of \$154.00
- Invoice #6922 dated August 30, 2017 from Insalco in the amount of \$227.34

Mr. Warrington reminded commission members that invoicing for the Eli Terry and Philip R. Smith Schools needs to be kept separate, as they are separate projects with the state.

A motion was made by Mr. Beaulieu, seconded by Mr. O'Connell, to approve the following invoices totaling \$1,916.75 for the Eli Terry Elementary School.

- Invoice #19035 dated August 31, 2017 from Colliers International in the amount of \$1,100.00
- Invoice #1184452 dated August 24, 2017 from McGivney, Kluger and Cook, P.C in the amount of \$816.75

Motion passed unanimously. (7-0)

A motion was made by Mrs. Kelley, seconded by Mr. O'Connell, to approve the following invoices totaling \$1,458.75 for the Philip R. Smith Elementary School.

- Invoice #19040 dated August 31, 2017 from Colliers International in the amount of \$642.00
- Invoice #1184452 dated August 24, 2017 from McGivney, Kluger and Cook, P.C. in the amount of \$816.75

Motion passed unanimously. (7-0)

Discussion and Possible Action on Proposed Change Orders to Gilbane Building Company: Mr. Warrington provided background information on the change orders being presented and responded to commission member questions. Following the discussion, the following motions were made:

A motion was made by Mr. O'Connell, seconded by Mrs. Kelley, to accept Change Order OS-153 – Gold Leaf Orchard Hill Text on Monumental Sign in the amount of \$1,762.00. Motion passed unanimously. (7-0)

A motion was made by Mr. Beaulieu, seconded by Mr. Montana, to accept OS-154 – Cord Management for Infrared Sensors at Classrooms in the amount of \$1,356.00. Motion passed unanimously. (7-0)

A motion was made by Mr. Beaulieu, seconded by Mrs. Kelley, to accept OS-157 – Add Name Slots to Room Signs at Rooms 203 and 205 in the amount of \$529.00. Motion passed (6-1-0) Mr. Montana voted against the motion.

A motion was made by Mr. Montana, seconded by Mr. Thomas, to accept OS-158 – Add Occupancy Indicators at Faculty Restroom Doors. Motion passed unanimously. (7-0)

A motion was made by Mr. Montana, seconded by Mrs. Daugherty, to accept Insalco proposal 2017-10531 dated August 14, 2017 in the amount of \$1,471.04 to install additional flags for the OH building. Motion passed unanimously. (7-0)

A motion was made by Mr. Montana, seconded by Mr. O'Connell, to accept Insalco proposal 2017-10549 dated August 24, 2017 in the amount of \$227.34 to install additional flags for the OH building. Motion passed unanimously. (7-0)

A motion was made by Mr. Montana, seconded by Mr. O'Connell, to accept Insalco proposal 2017-10548 dated August 24, 2017 in the amount of \$2,887.50 to provide and install storage units in Room 202 at OH. Motion passed unanimously. (7-0)

Update from Moser Pilon Nelson on Phase Two progress and results from August 30, 2017 joint PBC/BOE meeting: Mr. Dave Symonds, Moser Pilon Nelson, updated the commission on the progress to date with regard to the Eli Terry and Philip R. Smith Elementary Schools. He advised that Moser Pilon Nelson held meetings with classroom teachers from K-5, as well as representatives from both schools and department heads and curriculum leaders for art, music and PE, and the media center. On Friday there will be another set of meetings with support staff and principals. Mr. Symonds provided a PowerPoint presentation summarizing the responses to the survey that was distributed to board of education and public building commission members at the August 30th joint meeting. He provided a review of the most- and- least favorable responses of the exterior and interior concepts that were presented at that meeting, as well as comments provided. He noted as they move forward with the buildings' designs, their team will take the feedback and comments into consideration. He advised the commission that the architects will continue to discuss concepts as the process moves forward to gain additional feedback. Mr. Symonds noted that the information will serve as a guide and that the feedback points to a desire for a classic brick building. Mr. Symonds responded to commission members' questions. In response to a question regarding whether the desired design would be within budget, Mr. Symonds indicated that MPN feels confident that it is within reach. Mrs. Daugherty questioned whether MPN would be meeting with current teachers at Orchard Hill to gain feedback on the new building, noting that she is receiving some feedback regarding the layout of the classrooms. Dr. Carter noted that there will be a series of focus groups scheduled in order to receive feedback from OH staff as to what should, or should not, be replicated. She anticipated that these meetings would be held in October.

Shortlisting of Construction Managers: A motion was made by Mrs. Daugherty, seconded by Mr. O'Connell, to enter into executive session pursuant to C.G.S. Section 1-2006(6)(E) and 1-201 (b)(5)(B) to review statements of qualifications for Construction Manager Services for the Eli Terry and Philip R. Smith Elementary Schools, inviting Dr. Kate Carter and Charles Warrington into executive session at 8:05 PM. Motion passed unanimously. (7-0)

The commission adjourned the executive session by consensus at 8:20 PM.

A motion was made by Mr. Beaulieu, seconded by Mr. Montana, to invite Gilbane Building Company, Downes Construction, and Fusco Corporation to submit proposals and provide presentations for Construction Management Services for the Eli Terry and Philip R. Smith Elementary Schools. Motion passed unanimously. (7-0)


Mr. Warrington advised that if the commission approved the RFP, he would suggest a due date of September 28, 2017, with a suggested interview date of October 4, 2017.

Review of Request for Proposal for Construction Manager Services: Mr. Warrington advised that the RFP had been reviewed by the Town Attorney and that he was presenting it to the commission for its review. A site visit for all respondents is being coordinated for next Wednesday at 2:00 PM with the director of facilities, Pat Hankard. Commission members provided feedback to Mr. Warrington regarding the draft RFP. He noted that he planned to issue the RFP tomorrow morning, incorporating commission member feedback.

Adjournment

On a motion made Mr. Montana, seconded by Mr. O'Connell, the meeting was adjourned at 8:30 PM. Motion passed unanimously. (7-0)

Respectfully submitted,

A handwritten signature in cursive script that reads "Ann M. Walsh".

Ann M. Walsh, Clerk