

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

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

Members Present: 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 Hugh Pearson; Gilbane Representatives Karrie Kratz and Taylor Gladding and Council Liaison Andy Paterna.

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

Approval of Minutes: A motion was made by Mr. Montana, seconded by Mr. O’Connell, to approve the minutes of the November 8, 2017 meeting. Motion passed unanimously (5-0)

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

Superintendent’s Report. Dr. Carter advised the commission that the district experienced an unexpected uptick in enrollment this summer which is causing challenges for Orchard Hill and Pleasant Valley Elementary Schools and that the district is examining possible solutions. The increase in enrollment may impact how the district views programming for Phase Two, which is under consideration, but is not thought to be significant. If changes were made to programming in Phase Two, the board would be required to approve any changes to the educational specifications and state of CT approval would be required as well. Temporary space options are being considered for Pleasant Valley. She advised that a meeting is scheduled with the board and the district’s demographers who have refreshed their enrollment numbers. Dr. Carter noted that she met with representatives from the State of CT school construction to make them aware of the issue. In addition, the district is looking into some of the local employers that may be driving up the enrollments; one in particular which is a significant anomaly with regard to the number of students it is bringing into the district. Although there have been no official decisions, Dr. Carter noted that she wanted to make the commission aware. She noted that Eli Terry and Philip R. Smith are right sized and that the Phase Two enrollments have stayed true to what is being designed, restating that the issues are at OH and PV where the projections have changed significantly based on the influx of students. Dr. Carter responded to commission member questions.

UNFINISHED BUSINESS

Orchard Hill Elementary School Project Update:

Review of Updated Project Budget: Prior to getting started with the update, Mr. Warrington introduced Sean Hayes of SES, Commissioning Agent for OH and for Phase Two. Mr. Hayes remarked on the positive experience on the Orchard Hill project, noting that SES had a tremendous amount of support from the design team, allowing them to deliver the commissioning process as intended, with a remarkably low number of issues. He reviewed the final actions to be tracked to close out the Orchard Hill project and noted his excitement for working with the team during Phase Two. Mr. Hayes responded to commission member questions.

Mr. Warrington reviewed the OH project budget noting that of the \$33,521,700 budget, \$30,628,900 had been expended to date, with available funds remaining of \$773,970 (which includes \$561,900 of the anticipated remaining CM contingency).

In response to a question posed regarding Colliers close out process for the Orchard Hill project, Mr. Warrington noted that Colliers' contract expires in one month, but that he is continuing to work on the close out. He noted that he would be meeting with the Chris Chemerka and Patty Perry to finalize the ED046F and to ensure that all documentation is in order for the state audit when the time comes. He noted that Colliers is looking to finalize invoices in February, closing out all purchase orders in March.

Review of Punch List: Ms. Gladding advised the commission that there are 11 commissioning items open, which are very close to resolution. She advised that a representative from the hardware company was on site with the hardware manufacturer and repaired the hardware issues within two days. There is one issue that still remains outstanding regarding the door buzzer in the administrative area which should be resolved by tomorrow. There remains an issue with the classroom microphones in that chargers are not functioning the way they should. The vendor will be working on a solution today which they believe will fix the issue. She also reported that during elevator training a few issues were discovered that are being resolved. With regard to the exterior of the building, the driveway gate was replaced and the sidewalk will be replaced next week. Mr. Warrington and Ms. Gladding responded to commission member questions.

Review of Updated CM Contingency Expenditures: Ms. Gladding advised that since the last meeting, nothing has been expended, and that the contingency remains at \$566,000. She advised that Gilbane is closing out the trade contracts and expects to be 75% closed out in January, with the remaining in February.

Phase Two (Eli Terry and Philip R. Smith) Updates:

Schedule Update: Mr. Warrington advised the commission that Moser Pilon Nelson's schematic design documents will be distributed on Friday for estimating. Sets of the drawings will be provided to town staff and will be made available at Ellsworth for the commission's review. Gilbane and Moser Pilon Nelson will have their independent estimators review the drawings, with comments due by January 5th. The reconciliation of the estimates will take place on January 10th and 11th and the reconciled estimate will be presented to the commission at its January 17th meeting at which time PBC approval of the schematic design will be sought. Mr. Warrington requested committee members to submit comments to MPN for their review. A meeting is scheduled with the State of CT OSCGR on January 24th to review the schematic design. Mr. Warrington advised commission members that he was available to review the drawings should any members wish to meet. Mr. Warrington also advised the commission that next month he anticipates bringing in a Hazmat consultant to investigate each of the sites, provide a report and continue to monitor. It is expected that will be an RFP process.

Commission members reviewed the overall schedule which calls for construction to commence in April of 2019, with a substantial completion target date of May 31, 2020. There was some discussion regarding the timing for Phase Two as compared to Phase One and some concerns were raised regarding the fact that for the OH project, substantial completion was one month earlier. The concern raised was matter of the delay in getting the offices up and running at OH. Given the issues with the FF&E for OH, Mr. Warrington noted that he anticipated going out much earlier in the process for FF&E for Phase Two and relayed his confidence in the schedule.

Schematic Design Update: Architect Hugh Pearson provided the commission with a PowerPoint presentation to review the siting and proposed designs for the Eli Terry and Philip R. Smith schools. He advised that the Town Planner and Town Engineer had been consulted regarding the schematic designs for both buildings. The fire marshal has also been consulted. Mr. Pearson provided an in-depth review of each of the buildings; including the site, traffic flow for both bus and parent drop off, proposed building materials and exterior concepts. Eli Terry is slated to be a one-story building, while Philip R. Smith is envisioned to be a two-story building, based on the availability of land. Commission members provided their feedback regarding the designs presented and Mr. Pearson responded to commission members' questions.

NEW BUSINESS

Discussion Regarding Contracting with Small and Minority Business Verification Specialist: Mr. Koboski noted that he and Mr. Thomas had been discussing whether the commission should consider contracting with a specialist to review each of the contracts, the contractors and subcontractors, to ensure that they are in compliance with minority set aside requirements pursuant to the CT Commission on Human Rights and Opportunities (CHRO), as well as to audit payments made for the contracted work. CHRO requires towns with projects over \$50,000 that are state-funded, to contract with 25% of small businesses of which 25% are required to be minority and women owned businesses..Mr. Thomas noted that he believed it would be beneficial for the commission to contract with a specialist to ensure that the projects are meeting the required minority quotas. He noted that the State of CT DAS was going to enforce the process of the checks and balances as they know that things are slipping through the cracks and have been for years; however, due to budget cuts have not moved forward. He noted that the city of Hartford, who has been experiencing issues meeting these quotas, is working with a specialist. Mr. Warrington noted that CHRO has placed the Construction Manager in charge of developing an affirmative action plan to meet those requirements. Ms. Kratz noted that Gilbane encouraged participation of all of its contractors and has a process in place, including meeting with each contractor to ensure participation. In response to a question posed regarding current checks and balances in place to account for compliance, Ms. Kratz advised that Gilbane has a process in place, requires contractors to sign an affidavit attesting to their compliance and that there is a lien waiver process. Commission members continued to discuss the merits and expense of contracting with a specialist. Mr. Koboski requested that the discussion be continued at the next meeting at which time he hoped to have financial data regarding the overall cost for this service.

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. Thomas, seconded by Mr. Montana to approve the following invoices in the amount of \$180,444.62 for the Orchard Hill project.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Gilbane Building Company	28	11/30/17	\$98,840.23
Colliers International	19385	10/31/17	\$14,458.79
Colliers International	19664	11/30/17	\$14,391.75
Anchor Engineering	27011	5/18/17	\$1,010.00
Anchor Engineering	27676	9/13/17	\$1,010.00
Anchor Engineering	28012	11/8/17	\$1,010.00
Anchor Engineering	28208	12/6/17	\$841.00
Kittredge Equipment	209759	9/13/17	\$160.40
Apple Education	6700671086	11/15/17	\$5,880.00
Lakeshore Learning	2984371017	10/23/17	\$4,414.80

CDWG	KWH6044	11/21/17	\$250.00
CDWG	KVX2337	11/17/17	\$950.00
CDWG	JQQ4100	7/31/17	\$176.25
Creative Office Pavilion	74736	9/7/17	\$3,210.00
Insalco	7055	11/3/17	\$2,887.50
RnB	57218	11/20/17	\$19,799.20
Hillyard		6/30/17	\$7,104.70
UZBL	5999	11/13/17	\$480.00
G. Donovan	5883	12/8/17	\$3,570.00

Motion passed unanimously. (5-0)

Mr. Warrington presented invoices for payment for the Eli Terry project. A motion was made by Mr. Thomas, seconded by Mr. O'Connell, to approve payment of the following invoices for the Eli Terry project in the amount of \$73,311.57.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Moser Pilon Nelson	20378	11/30/17	\$64,239.75
Colliers International	19386	10/31/17	\$4,494.64
Colliers International	19662	11/30/17	\$4,465.32
Hartford Courant	3430153	11/30/17	\$111.86

Motion passed unanimously. (5-0)

Mr. Warrington presented invoices for payment for the Philip R. Smith project. A motion was made by Mr. O'Connell, seconded by Mr. Montana, to approve payment of the following invoices for the Philip R. Smith project in the amount of \$63,553.11.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Moser Pilon Nelson	20377	11/30/17	\$55,500.00
Colliers International	19387	10/31/17	\$4,439.55
Colliers International	19661	11/30/17	\$3,501.70
Hartford Courant	3430153	11/30/17	\$111.86

Motion passed unanimously. (5-0)

Approval of Quotes for Additional Furniture: Mr. Warrington explained the requests for approvals, noting that with increased enrollment, there was a need to purchase 20 additional desks and chairs. The purchase is based on the state contract for FF&E. Following the discussion, the following motion was made:

A motion was made by Mr. O'Connell, seconded by Mr. Montana, to approve Red Thread quote 688142 dated December 1, 2017 in the amount of \$330.00 for additional metal shelves and clips. Motion passed unanimously. (5-0)

A motion was made by Mr. Mr. Thomas, seconded by Mr. O'Connell, to approve Robert H. Lord quote 33135 dated December 1, 2017 in the amount of \$8,459.46 for additional student desks, chairs and stools. Motion passed unanimously. (5-0)

Approval of Change Orders: 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 approve OS-156 in the amount of \$4,587.00 for bond increase to bid package 31A. Motion passed unanimously. (5-0)

A motion was made by Mr. Montana, seconded by Mr. O'Connell, to approve OS-160 for a credit of \$496.00. Motion passed unanimously. (5-0)

Approval for Gilbane Building Company to perform schematic design estimates for Eli Terry and Philip R. Smith schools in accordance with their fee proposals:

Mr. Warrington advised the commission that Gilbane will be doing the estimating for the two schools; however, their contract has not yet been executed. Therefore, he is seeking approval from the commission to approve Gilbane's fee for estimating services in order to allow him to issue the purchase orders for the work. Following the discussion, the following motions were made:

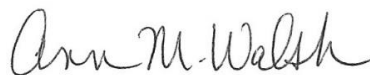
A motion was made by Mr. Thomas, seconded by Mr. O'Connell to approve Gilbane Building Company to provide Schematic Design estimating services for Eli Terry School in the amount of \$14,400.00 as provided in their proposal for Phase Two Construction Manager Services. Motion passed unanimously. (5-0)

A motion was made by Mr. Thomas, seconded by Mr. O'Connell to approve Gilbane Building Company to provide Schematic Design estimating services for Philip R. Smith School in the amount of \$14,400.00 as provided in their proposal for Phase Two Construction Manager Services. Motion passed unanimously. (5-0)

Adjournment

On a motion made by Mr. Thomas, seconded by Mr. O'Connell, the meeting was adjourned at 8:50 PM. Motion passed unanimously. (5-0)

Respectfully submitted,

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

Ann M. Walsh, Clerk