

South Windsor Public Building Commission
Minutes
April 8, 2020

A regular meeting of the Public Building Commission was held on April 8, 2020 at 6:30 PM virtually through Zoom.

Public Building Commission Members Present: Matthew Beaulieu, Matthew Montana, Phil Koboski, Bernard Thomas, Edward O'Connell and Craig Zimmerman

Also Present: South Windsor Public Schools Representatives Dr. Kate Carter & Patrick Hankard; Colliers International Representatives Chuck Warrington, Kate Turner and Krishna Mistry; Moser Pilon Nelson Representatives Hugh Pearson and Dave Symonds; and Gilbane Representatives Marcus Brennan, Taylor Gladding and Drew Nelli; and Town Council Liaison, Erica Evans.

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

Approval of Previous Meeting Minutes: A motion was made by Mr. Koboski, seconded by Mr. O'Connell to approve the meeting minutes of the March 11, 2020 Public Building Commission meeting. Motion passed unanimously. (7-0)

Review of Correspondence/Communications and Comments from the Public: There were no communications received.

Superintendent's Update: Dr. Carter provided the commission with an update that she made to the Town Council last night. She advised them that as of today both projects were on time and on budget and that she continues to work closely with project professionals to monitor impacts that are out of our control including supply chain, factory closures, shipping disruption, manufacturing capacity and the availability of workers. She informed them that Eli Terry is 72% complete and PRS is 78% complete. She informed the council that contingency plans were being considered.

Old Business

Phase Two (Eli Terry and Philip R. Smith) Updates: PRS & Eli Terry Construction Status: Ms. Gladding provided pictures, including drone images, of the Philip R. Smith site and outlined progress on the interior and exterior of the building. Since the last meeting there has been a lot of site work starting to take place including underground drainage and sidewalks. In addition, the abandoned tar drums were collected and contaminated soils have been removed, with the last containers taken offsite this week. Site work on the playground is being completed. She provided an in-depth review of the interior and exterior work that is completed to date throughout the building. Currently they are experiencing a manufacturer shutdown which is affecting casework delivery. Following her review, Ms. Gladding responded to commission member questions.

Mr. Thomas inquired as to any unforeseen issues with respect to contractors showing up to the job site, to which Ms. Gladding advised that there are some impacts to the schedule and that the commission Chairman has been made aware of those impacts, the largest impact to date is the fabrication of casework, which they are looking at their options. In addition, there are some manpower issues which are being tracked. Ms. Gladding addressed questions regarding the potential for a gubernatorial shutdown, which has not yet been announced and Gilbane's plan for that circumstance. In particular, internal systems would require daily monitoring as well as safety checks.

Mr. Warrington noted that Gilbane, Colliers and Moser Pilon Nelson are all closely monitoring developments with regard to potential work stoppages and developing best practices. Gilbane is actively doing detailed walkthroughs of the site twice a week in order to document progress to date in the event of a closure. Ms. Gladding addressed Gilbane's plans in the event of a shutdown in order to address the interior ventilation as the energy management system is not yet fully established.

Mr. Drew Nelli provided a PowerPoint presentation including aerial views outlining the interior, exterior and site work progress for the Eli Terry building. Of note the kitchen and mechanical rooms are nearing completion, two gas boilers were powered up and circulating hot water; testing began on the electrical fire alarm system. With regard to the classroom additions, he reported that all rooms have been sheet rocked, taped and are scheduled for paint. The classroom additions are currently on schedule. Work on the cafeteria was put on hold and is a couple of weeks behind schedule. Gymnasium equipment installation has been started, and the ceiling lights and speakers have been installed and tested. Following his review, Mr. Nelli responded to commission member questions. In response to a question regarding delays due to the pandemic, he advised that they are seeing some impacts which are being monitored. He reviewed the protocols in place to address the issue.

Review of Project Financials: Mr. Warrington advised that Eli Terry is tracking under budget with \$278,000 remaining in contingency. Philip R. Smith is also tracking under budget with \$322,000 remaining in contingency. Both projects' budgets are inclusive of known potential exposures. Mr. Warrington relayed his comfort level with the balances that remain, aside from any unknown impacts due to the pandemic and potential schedule impacts for the demolition and abatement.

Approval of Invoices: Mr. Warrington reviewed the invoices being presented for approval and responded to commission member questions.

A motion was made by Mr. Beaulieu, seconded by Mr. Koboski, to approve the following invoices for the Eli Terry Elementary School in the amount of \$2,540,993.42. Colliers endorsed the payment of the invoices as presented.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Gilbane Building Co.	16	4/2/20	\$2,506,532.54
Colliers International	5323	2/29/29	\$12,391.06
Moser Pilon Nelson	30727	3/31/20	\$19,657.38
SES	2778	3/31/20	\$1,450.00
Weston & Sampson	3200315	3/13/20	\$770.00
Hartford Courant	170187830000	2/14/20	\$192.44

Motion passed unanimously. (7-0)

Mr. Warrington reviewed the invoices for Philip R. Smith School. A motion was made by Mr. Thomas, seconded by Mr. O'Connell, to approve the following invoices for the Philip R. Smith Elementary School in the amount of \$1,726,506.61. Colliers endorsed the payment of the invoices as presented.

<u>Company</u>	<u>Invoice No.</u>	<u>Date</u>	<u>Amount</u>
Gilbane Building Company	19	4/2/20	\$1,688,171.86
Colliers International	5324	2/29/29	\$10,713.34
Moser Pilon Nelson	30726	3/31/20	\$16,983.00
SES	2779	3/31/20	\$1,450.00
Weston & Sampson	3200314	3/13/20	\$770.00
Tri-State Materials Testing	7303	3/25/20	\$852.00

Hartford Courant	170187830000	2/14/20	\$187.23
ACN Digital Back Office	33063	3/20/20	\$7,379.18

Motion passed unanimously. (7-0)

Approval of Change Orders: Mr. Warrington provided information regarding the change orders being presented for approval for Eli Terry Elementary School. Mr. Warrington and the team responded to commission member questions.

A motion was made by Mr. Zimmerman, seconded by Mr. O'Connell to approve the following change orders for Eli Terry Elementary School in the amount of \$44,731.00.

- OS-052-RFI#109 – Epoxy Pavement Markings in the amount of \$3,711.00
- OS-059-RFI#111 & 116 – Added Smoke Detectors in the amount of \$1,838.00
- OS-067-SI#43 – Charging Stations in the amount of \$33,218.00
- OS-068-RFI#117 – Fire Alarm Bell Power in the amount of \$544.00
- OS-069-RFI#118 – Power for HP Distribution Box at Addition in the amount of \$879.00
- Gym Floor Additional Painting in the amount of \$4,541.00

Commission members discussed the additional cost related to the gym floor painting and Mr. Brennan and Ms. Gladding provided information related to the additional expenses which was due in part to hours related to the labor expenditures for painting. Given the additional colors requested, it was determined it would not have been possible for the vendor to do the work in the number of hours originally quoted. Mr. Warrington noted that it was Colliers opinion that the cost should have been included in the original quote. Commission members discussed options and decided to proceed with the approval.

Motion passed unanimously. (7-0)

Mr. Warrington reviewed the change orders for the Philip R. Smith School.

A motion was made by Mr. O'Connell, seconded by Mr. Koboski, to approve the following change orders for Philip R. Smith School in the amount of \$51,976.00.

- OS-061-RFI#113 Power Source for Shot Clocks in the amount of \$3,963.00
- OS-063 – Added Plate at West Elevation of Gym Roof Line in the amount of \$3,557.00
- OS-068 – RFI#128 – Added Smoke Detector at Operable Partition in the amount of \$1,743.00
- OS-075 – Pipe Protection at Outdoor Storage 111A in the amount of \$482.00
- OS-076 – SI#30 – Charging Stations in the amount of \$37,690.00
- Gym Floor Additional Painting in the amount of \$4,541.00

Mr. Warrington provided drawings of the enhancements to the ballfield at PRS, noting that he worked with Michele Lipe and Jeff Folger from the town. Mr. Montana noted that he had several conversations regarding whether the ballfield would have a skinned infield and it was determined that the infield would be grass, given the state restrictions on pesticides that can be used on school grounds. Commission members discussed the proposal, reviewed next steps and posed follow up questions to the team.

Gilbane presented an in-scope change order for consideration regarding a charge related to window size at PRS. Mr. Warrington noted that this type of charge, particularly as it was over \$5,000 should have been brought to the commission's attention earlier in the process and, in Colliers opinion, should be charged back to the vendor if it was not a design error. Gilbane explained the process followed to try to rectify the matter. Commission members discussed the charge decided to table a decision on approval at this time.

Motion passed unanimously. (7-0)

Approval of FF& E Quotes for Eli Terry: A motion was made by Mr. O'Connell, seconded by Mr. Thomas to approve the following FF& E quotes for Eli Terry:

- A&A Office System's quote #1 dated August 30, 2019 in the amount of \$5,433.00
- New Horizon Communication's quote #1 in the amount of \$16,639.05

Motion passed unanimously. (7-0)

Approval of FF&E Quotes for Philip R. Smith:

A motion was made by Mrs. Kelley, seconded by Mr. Koboski to approve the following FF& E Quotes for Philip R. Smith in the amount of \$18,854.40

- A&A Office System's quote #1 dated August 30, 2019 in the amount of \$3,921.00
- New Horizon Communication's quote #1 in the amount of \$14,933.40

Motion passed unanimously. (7-0)

Approval of Moser Pilon Nelson Add Service for PRS Field Design:

A motion was made by Mr. Beaulieu, seconded by Mr. Koboski to approve Moser Pilon Nelson's proposal for additional site design services dated March 30, 2020 in the amount not to exceed \$12,320.00

Motion passed unanimously. (7-0)

Approval of Design Professionals Inc. proposal for additional survey at Philip R. Smith School.

A motion was made by Mr. Thomas, seconded by Mr. Koboski to approve Design Professional Inc. proposal dated March 16, 2020 to provide supplemental survey at Philip R. Smith School in the amount of \$2,875.00

Motion passed unanimously. (7-0)

Approval to Advertise Request for Qualifications for Architectural and Engineering Services for the Pleasant Valley Elementary School.

Mr. Warrington advised that the RFQ is similar to the previous two phases. He noted that Colliers expects that they will receive 13-16 qualifications packages. He reviewed the contents of the RFQ as well as the overall schedule for construction of Pleasant Valley Elementary School. If approved the RFQ would be advertised tomorrow with proposals due the end of April. Following that the commission will determine which firms to select to send RFPs and he expects that interviews would be scheduled in June.


A motion was made by Mr. Beaulieu, seconded by Mr. O'Connell to advertise the RFQ for Architectural and Engineering Services for Pleasant Valley Elementary School.

Motion passed unanimously. (7-0)

Adjournment:

On a motion made by Mr. Koboski, seconded by Mrs. Kelley, the meeting was adjourned at 8:40 PM.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Ann M. Walsh".

Ann M. Walsh

Clerk