

**South Windsor Public Building Commission
Minutes – Special Meeting– November 4, 2015**

A special meeting of the Public Building Commission was held on November 4, 2015 at the Administrative Office Building, 1737 Main Street. The following people were in attendance:

Members Present: Howard (Hap) Fitts, Carol Kelley, Jim Neary, Charley Lyons, Matthew Montana, Edward O'Connell and Bernard Thomas.

Also Present: SWPS Representatives, Dr. Kate Carter, Patrick Hankard; Strategic Building Solutions Representative Chuck Warrington; Drummey Rosanne Representative Scot Woodin; and Gilbane Representative Karri Kratz.

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

Approval of Minutes: On a motion made by Mr. Neary, seconded by Mrs. Kelley, the minutes of the October 28, 2015 PBC meeting were approved unanimously, pending the correction of the figure noted on the third page of the minutes reflecting the difference between the budget and estimate which was incorrectly stated. Mrs. Walsh indicated that she would change that number to reflect the accurate information.

Presentation of 100% Contract Plans and Specifications by Drummey Rosane Anderson: Scot Woodin advised the commission that DRA was seeking approval from the Public Building Commission on the 100% Construction Documents for the Orchard Hill project. He advised that by the end of this week the 100% set of documents would be completed and delivered to the board of education office, incorporating all third party review comments and plan review comments. He advised that DRA will also be obtaining final approval from the local building official, fire marshal, health official and 504 official in preparation for Tuesday's meeting with the Office of School Construction Grants.

Several commission members noted their hesitancy to sign off on the 100% documents without having seen the entire completed set. Mr. Woodin reassured the commission members that DRA has done a very comprehensive review and integration of the third party comments and relayed his confidence that the intent of the third party reviews have been incorporated into the documents. He noted that it would be "highly appropriate" for the commission to take action and stated that it was crucial to obtain the commission's approval in order to stay on the critical path to present the documents to the Office of School Construction Grants. He advised that the 100% documents would be delivered to the board office on Friday in order to provide the commission with the opportunity to review them. He referenced the excel spreadsheet listing all of the third party comments, to which Mr. Warrington indicated he would provide the commission with the PDF of the spreadsheet containing all comments for the commission's review. For the benefit of the commission, Mr. Warrington reviewed a portion of the excel spreadsheet on the screen to provide examples of the comments addressed. Mr. Warrington noted that if it were the commission's desire to review the entire 100% and not move forward this evening, another special meeting would need to be scheduled on Monday in order to allow them to obtain BOE approval on Tuesday.

In response to a question posed regarding the expected comfort level of the approval of the Board of Education, Mr. Woodin summarized that DRA plans to present to the board all of the

processes that have led up to this point in the project. He noted that these steps represent the final coordination, that the documents are in very good shape and that typically at this point, it is a formality to obtain approvals.

Dr. Carter noted that the board would be provided with an executive summary and that she would be sending an email to the board advising them that the documents would be available for their perusal on Friday. She noted her belief that once the board is presented with all of the processes that have taken place that they will trust the PBC and all the professionals that have been involved.

Mr. Montana questioned the lock system to be utilized in the building in relation to a vendor's inquiry made to him regarding possible proprietary issues and the specifications for mortis versus cylindrical locks. Mr. Woodin addressed Mr. Montana's questions.

Mr. Montana addressed a current issue brought up by Friar Associates regarding library egress and questioned when the building official would sign off on the plans, to which it was noted that although there has been sign off by the former state building inspector, Friar still has taken exception with the design. Mr. Warrington noted, however, that Chris Dougan is encouraging the team work it out with Friar Associates. A second means of egress has been proposed which will be reviewed by Mr. Dougan on Tuesday and it is thought that the proposed remedy will be approved. Mr. Neary noted his concern that the commission would be approving the plans even though it has not been approved by the building inspector, to which Mr. Warrington indicated it was quite common.

Presentation of 100% Construction Cost Estimate by Gilbane Building Company: Ms. Kratz reviewed the CD estimate that was provided to the commission prior to the meeting.

Approve the 100% Construction Plans, Specifications, and Estimate:

A motion was made by Mr. Neary, seconded by Mr. O'Connell, to authorize the Public Building Commission chairman to sign the SCG-042 signifying review and approval of the project plans, specifications and cost estimate for Orchard Hill Elementary School Project #132-0083N dated November 3, 2015 with the provision that all information is kept for the Public Building Commission and Board of Education in Ann Walsh's office. Motion passed unanimously.

Orchard Hill Elementary School Project Update:

OPM Report – Colliers International: Mr. Warrington advised the commission that on November 17 a meeting will be held with the Office of School Construction Grants in order to obtain approval of the plans, specifications and estimate. He also provided the commission with information related to newly passed State of CT legislation from the Commission on Human Rights for set-aside requirements for minorities. He advised that the legislation requires that 25% of the project is awarded to small business enterprise, and of that, 25% is to be awarded to disadvantaged women and minority-owned businesses. He advised that Karrie Kratz will be meeting with CHRO to ensure that the plans meet these requirements prior to going out to bid. Gilbane will monitor these requirements closely.

Approval of Invoices: Mrs. Kelley inquired as to the amount payable on the Friar invoice, which was \$10,200 of a \$12,000 contract, noting it seemed like a large amount on that

invoice. Mr. Warrington noted that they were submitting 85% of their overall bill and that Colliers believes it is fair. On a motion made by Mr. Neary, seconded by Mr. Thomas, the following invoices were approved unanimously:

- Invoice#1015-070A01 from Friar Associates Inc. in the amount of \$10,200
- Requisition #4 from Gilbane Building Company in the amount of \$13,077
- Invoice #518265 from Murtha Cullina in the amount of \$3,084.

There being no further business to be brought before the commission, a motion was made by Mr. Neary, seconded by Mr. O'Connell, to adjourn the meeting at 7:30 PM.

Respectfully submitted,

Ann Walsh
Clerk to the Public Building Commission