

**South Windsor Public Building Commission
Minutes – Special Meeting – January 28, 2016**

A special meeting of the Public Building Commission was held on January 28, 2016 at 6:30 PM at the Administrative Office Building, 1737 Main Street. The following people were in attendance:

Members Present: Matthew Beaulieu, Carol Kelley, Phil Koboski, Charley Lyons, Matthew Montana and Edward O'Connell.

Member absent: James Neary

Also Present: SWPS Representatives, Dr. Kate Carter, Patrick Hankard; Colliers International Representatives Chuck Warrington and Marc Sklenka; Drummey Rosanne Anderson Representative Jim Barrett; Gilbane Representatives Karrie Kratz and Nick Conte.

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

Public Comment: No public comment was made.

Approval of proposal from DRA to provide Special Inspection Coordination: Mr. Warrington reviewed the professional services supplement provided by DRA which was sent to the commission in advance of the meeting. The supplement addresses the State of Connecticut requirement for Structural Special Inspections services. Mr. Warrington explained that the inspector will be responsible for reporting testing results of structural elements of the building. The testing will be conducted by Materials Testing and will serve to ensure that the structural elements conform to the contract. The reports will be distributed monthly to the building official, contractor, engineer of record and design professionals, culminating with a final report stating that everything conforms with the contract. He noted that the fee for the supplement is currently in the budget. He also advised that Chris Dougan approves having the engineer of record perform that function, who is Szewczak Associates. Mr. Warrington and Mr. Sklenka reviewed the supplement and responded to commission member questions. Following the review, Mr. Koboski called the motion:

On a motion made by Mr. O'Connell, seconded by Mr. Montana, the commission approved DRA's professional services supplement number 008 to provide Special Inspection Coordination services in the amount of \$8,050. Motion passed unanimously.

Approval of Guaranteed Maximum Price Proposal (GMP): Mr. Warrington advised the commission that a week ago Colliers received the draft GMP and conducted a thorough review in conjunction with the commission's attorney, Murtha Culina. Following the review, comments were provided to Gilbane for their response and on Monday afternoon Mr. Sklenka, Mr. Warrington, Ms. Kratz and Mr. Conti met to clarify questions and review modifications. Mr. Warrington reviewed Exhibit B, the *Summary Total* page, which included all expenditures for construction totaling \$26,695,093. He noted that Gilbane is recommending several alternates which will be discussed by the commission. Following the commission's approval, Colliers will arrange for an amendment to the A13 Contract with Gilbane which will be signed by the Town Manager.

Ms. Kratz and Mr. Conte reviewed Exhibits B (*GMP Summary Sheet*), C (*General Conditions, General Requirements and Site Services*) & D (*Qualifications, Assumptions and Exclusions*) in detail and responded to commission member questions.

Mr. Montana requested clarification of numerous items in Exhibit D to which the design team responded.

Mr. O'Connell inquired as to the column identification that would be utilized during the construction phase, noting that it is critical for the trades to navigate through the building. Ms. Kratz discussed several methods of identification and noted that she would review the specifications.

Mr. Montana requested clarification on the completion schedule. Mr. Warrington reviewed the following dates: the building turnover is March 31, 2017, punch listing completion May 1, 2017 and owner move in on May 2, 2017. Dr. Carter inquired when the design team anticipated guided tours could be scheduled, noting that she has received inquiries. She noted that it would be good to be able to provide the public with an opportunity to view the project in advance of the March 2017 referendum in order to provide them with the opportunity to gauge the success of the project. Ms. Kratz noted that she has conducted very limited tours during construction and that it would require advance planning. There was some discussion regarding videotaping the progress in order to provide virtual tours depending on the complexities of arranging personal tours. The conclusion was that limited tours could be conducted.

Following the conclusion of the discussion of the GMP, Mr. Koboski called for the motion:

On a motion made by Mr. Beaulieu, seconded by Mrs. Kelley, the commission moved to approve Gilbane Building Company's Guaranteed Maximum Price proposal dated January 26, 2016 in the amount of \$26,695,093. Motion passed unanimously.

Mr. Montana noted that Alternate #5 (Generator Upgrade) had an expiration date of 1/29/16. Ms. Kratz indicated that Gilbane was fine with holding off on that decision until the commission's February 10 meeting. Mr. Hankard requested clarification on the generator unit and Dr. Carter questioned the budget differential. Mr. Conte noted that the generator would allow the school to provide an area of refuge for the community. As there were several unanswered questions regarding the generator's specifications, Ms. Kratz indicated that she would request CES to provide a write-up to determine what could be accommodated with the upgraded generator and bring that to the February 10 meeting.

Adjournment

On a motion made by Mrs. Kelley, seconded by Mr. Montana, the meeting was adjourned at 7:45 PM.

Respectfully submitted,

Ann M. Walsh
Clerk