

TOWN OF NEWINGTON

TOWN HALL RENOVATION PROJECT BUILDING COMMITTEE

MEETING MINUTES

November 5, 2012

TOWN HALL CONFERENCE ROOM L101

- I. Call to Order –the meeting was called to order at 5:30 PM by Chairperson McBride.
- II. Roll Call – Members present: Scott McBride, Chairperson; Myra Cohen; Jay Bottalico (left at 6:35 PM), Sharon Braverman, and Pam Raynock. Others present: Members of the public; Stephen Woods, Mayor; Lee Olsen, Olsen Design Group; Lou Jachimowicz, Chief Finance and Operations Officer; Bruce Till, Superintendent of Parks and Recreation; Robert Korpak, Director of Facilities Management; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Approval of Prior Meeting Minutes – Mrs. Cohen made a motion to approve the minutes of the October 15, 2012 meeting. Second by Mrs. Raynock. The motion passed by a vote of 5 -0.

Other Business Pertinent to the Committee – Mr. Olsen and Mr. Korpak requested that this agenda item be considered outside of its usual place on the Agenda. Mr. Olsen wished to present a building team organizational concept to move the project forward. He graphically presented an organization chart with Consultants (Olsen Design Group, the Construction Manager, and the Architectural/Engineering team) working with the Project Building Committee, Technical Advisors and Staff working with the Project Building Committee, and four subcommittees who would report to the Project Building Committee. The subcommittees would be Town Hall Facility (3 to 5 members, as determined by the Town Manager), the Mortensen Facility (3 to 5 members, as determined by the Chairman of the Board of Parks and Recreation), the Board of Education (3 to 5 members, as determined by the Superintendent of Schools), and the Competition Judges (3 to 5 members, as determined by Mr. Olsen and Mr. Korpak). The competition would have a written Request for Qualifications, which would identify the scope, the budget and the site for the new Mortensen Community Center. There would be a public announcement, public notification in the paper, and notification of the American Institute of Architects, the architectural professional

organization. The judges would most likely consist of faculty members of nearby leading academic institutions. Mr. Olsen also has a draft Request for Proposals for a construction manager that will seek firms with experience in monitoring projects. Mr. Olsen felt that what he was presenting kept the system the Committee had in place, identified the component pieces, and resulted in competition at the end. All the subcommittees would report to the Project Building Committee. The needs of each group are qualified by a second review of their needs assessments. Each subcommittee would then make a recommendation to the Project Building Committee. There are 19 departments under the umbrella of Town Hall. The subcommittee would meet with each of them to review their needs and determine where they belonged.

Mrs. Cohen stated that she had a problem with the Town Hall and Board of Education subcommittees being chosen by staff. She felt that this did not comply with the Project Building Committee ordinance. Mrs. Raynock noted that the subcommittee members would not be voting members and expressed favor with the concept. Chairperson McBride asked if, after issues were discussed at the subcommittee levels and the Project Building Committee gets the recommendation passed on by the subcommittees, was the Project Building Committee blind to their discussions and how they got to that point? Mr. Olsen said the Project Building Committee would not, that the subcommittees would have to justify their decisions and rationale. They would have the footprint of the program in square feet. The construction manager evaluates the square feet and determines the cost. Then the subcommittee presents its best case for its area. It will show the Project Building Committee it has all the parts and pieces that are needed. The Project Building Committee needs to challenge the subcommittees.

Mr. Bottalico also liked this concept. He felt it would be up to the Project Building Committee to filter out what each group can and can not have. They have to be within the total project budget. He felt that the Committee was moving the Mortensen Community Center to a new site and out of Town Hall. Mayor Woods stated that that was not necessarily true. If the price tag to build a new, stand alone community center was so high it would jeopardize the project, the community center would end up staying where it currently was. He also noted that the Town Council may be adding two new members to the Project Building Committee from the Board of Parks and Recreation. He was also concerned about the competition. The judges, the Project Building Committee and the Town Council could each like something different. Mr. Bottalico felt that the Committee's time would be wasted if two more members are added, as a substantial number of meetings have already been held by the Project Building Committee. The Mayor observed that this would be the Town Council's decision. Chairperson McBride noted that the Board of Parks

and Recreation was already giving the Project Building Committee advice. One possibility would be adding two members from the Board of Parks and Recreation who could only vote on Parks and Recreation matters.

Mrs. Cohen repeated her objection to having subcommittee members chosen by staff. She felt that anyone should be able to come in with suggestions about each of the buildings. Mrs. Raynock felt the Project Building Committee was spinning its wheels. Mr. Korpak stated that the concept presented was not meant to address whether or not to add two new members. The subcommittees were meant to help the Project Building Committee. Mr. Olsen noted that public input requires community engagement. This is difficult to manage. It can be a cumbersome methodology to get to a design.

Mrs. Raynock asked where public opinion came into the design phase. Mr. Olsen responded that roughly six ideas would be put on display for public review and comment. Mrs. Raynock asked if the Project Building Committee can get to a dollar amount that is more precise than what it is working with. Mr. Olsen responded that before the competition somebody has to decide what the square footage of each component will be. The Project Building Committee needs to know how big the project will be and what each building will be made out of. Mrs. Raynock felt the subcommittees would do the work for the Project Building Committee.

Mr. Jachimowicz was asked to walk the Committee through the typical procedure for the previous Board of Education projects. They start with Education Specifications approved by the Board of Education. Then there are three formalization votes by the Town Council that establish the Building Committee. Following a written qualification statement, the Town Council appoints an architect. Then a referendum package is developed. The Project Building Committee gets their arms around what they are going to support. They also develop any grass roots support. Once the Board of Education knows the basic parameters they have the working framework to hand off to the architect. This is done informally.

Chairperson McBride noted that the building committee procedure was one of checks and balances. The Project Building Committee has guidelines as to the speed at which they should be progressing. They should listen to the professional they have hired. It is more important to be prudent. He does not want to rush through the process. Mrs. Raynock felt she needs a more clear cut idea of where the Project Building Committee is going. Mr. Bottalico felt the Committee is moving too slowly. He doesn't know how long current construction prices will hold. The Committee needs to move faster. They need a total cost for the referendum. Mr. Olsen informed the Committee that prices were expected to start creeping up during the first quarter of 2013. Mr. Bottalico

concluded that the longer the Committee waits, the more the project will cost.

Mayor Woods stated that everything is conceptual at this time. The Project Building Committee is moving around blocks of money and ideas until the referendum passes. Mrs. Raynock stated her preference to see time used more effectively, to have things clear cut, less confusing and concise.

More discussion ensued on adding two new members to the Committee from the Board of Parks and Recreation. Mayor Woods suggested that the Chairman could have the ability to appoint the two members as voting members on matters that pertain to Parks and Recreation. Mr. McBride noted that Parks and Recreation is the biggest and most complicated piece of the overall project. There is more to get involved with regarding that department than with any other department in Town Hall because of the complexity of their activities. He does not mind slowing this project down. Mayor Woods noted that it only became clear a few weeks ago that the Mortensen Community Center would need to be completed first.

Mrs. Cohen said that finding a location for Parks and Recreation is what has been taking the time. If they move there will be a huge area that will be vacant. A lot other space would become available. There will be a lot of designing to do for the Town Hall. She asked what the advantage was to the competition. Mayor Woods responded that it is done elsewhere on larger projects. It is an interesting way of looking at the project. It means that the Committee is not deciding on an architectural firm based on their interview presentation skills. Mrs. Braverman stated the need to receive input from all the other departments before the referendum. Mayor Woods also observed that the Project Building Committee needs a dollar figure. The Project Building Committee's job is also to make sure the departments have what they need.

Mr. Korpak felt that the concept presented would engage all the players in the project. This approach would avoid front loading a disproportionate amount of dollars to the Parks and Recreation facility. Mr. Till stated that he had not seen the subcommittee structure that was presented prior to the start of the meeting.

Mrs. Raynock said that elements of the public feel that they are not having a say. The Committee has a responsibility to keep the public informed. There is a need to have all parties consulted and that is why she likes Mr. Olsen's presentation. She is not sure that all departments have had a say. All should feel they are represented. No members of the public are included on the Committee and perhaps this should be considered. Mrs. Cohen stated that it is up to the Project Building Committee to make a lot of decisions and that they can listen to whomever they choose to. Mrs.

Raynock noted that there is an election of local officials next year and that could change the entire committee. Having members from the public would provide continuity. Mayor Woods noted that the Committee has worked with the current makeup in the past. Chairperson McBride stated that there would be no decision on this concept tonight. The next discussion should be with the Town Manager in the room. Mr. Olsen was asked to provide a handout memorializing the concept by the end of the week.

- V. Further Consideration of Potential Community Center sites – Mrs. Cohen requested that Scheme I have the Bus Garage put back in and that it show where the waterfall is located. It was also requested that the box identifying the proposed Parks and Recreation Headquarters Location be moved as it covers over the busy Willard Avenue and Garfield Street intersection. This item was then tabled by the consensus of the Committee until the next meeting when the Town Manager is expected to be available to display the options using the overhead visual aids from his tablet.
- VI. Consider Architectural Competition Guidelines – Presented by Mr. Olsen. Architectural competitions are used a lot elsewhere. The Town would issue a Request for Qualifications. There would be a stipend amount determined for the finalist(s). The site location, the program for both the Town Hall and the Mortensen Community Center, and the budgeted dollar figure is then assembled. It is determined if the buildings will be Leadership in Energy and Environmental Design (LEED) certified or not. Submissions are received and a short list developed. There would then be a site walk and visit by the remaining candidates. They will be asked to provide a site plan, one or more floor plans, and a 3-D walk through or fly around. All firms will submit the same number of designs. These are then presented to the public. The judges will caucus and determine who best meets all the needs of the Town. They would determine the stipend(s) to be awarded. The real reward is to get the building that is designed actually built. The competition is looking to excite the mind of creative individuals. The respondents would be looking to solve the problem; namely a growing community with an aging Town Hall. Mr. Olsen was asked to put a number on the stipend for Project Building Committee consideration. There would also be a fee to be paid for the level of LEED certification. There are different ways for a building to be designed that are energy efficient, and there is a price for that. LEED certification is not a simple or a cheap process.
- VII. Request for Proposals for Construction Manager Services – Mr. Olsen presented a draft copy of a Request for Proposals (RFP). It included a project description and a scope of work. The construction manager would be responsible for the timely completion of the project and scheduling. The RFP calls for a Guaranteed Maximum Price. The qualifications

section requires a response to ten areas or requirements, including LEED certification experience and both BIM (Building Information Management) and IPD (Integrated Project Delivery) project methodologies. The form of agreement section would have an at-risk construction manager, with a negotiated fee and an open book format, where three bids would be required for all items so the Committee will know who they are using. A timeline for the pre-bid conference, response dates, etc. would need to be developed. Mr. Olsen also favors a matrix evaluation form that provides transparency to the evaluation process. Mrs. Raynock asked if the intent was to stay regional, as it was for the architectural competition. Mr. Olsen responded that while architectural firms would be expected to come from within the state of Connecticut, construction managers would not necessarily be from this area. The Committee agreed by consensus of those members present (4 members) to accept Mr. Olsen's draft in order to allow Town staff to issue a formal Request for Proposals for these services. Mr. Korpak noted that a construction manager will help during the design phase and will assist the Town to save money.

VIII. Any Other Business Pertinent to the Committee (continued) – The next meeting will be on Monday, November 19th, at 5:30 PM in the same room.

IX. Public Participation –Rose Lyons, 46 Elton Drive: After listening to what was discussed she is more confused. On moving the Mortensen Community Center, the Committee voted in July to approve this, 3-1. Now it is still not clear if a decision has been made. She raised a question about the library board at the last meeting. How long ago were the library's expansion plans made? It would be the library's problem if they chose not to participate in this process. If there was no need for two new Committee members in July, why is there a need now? Who appointed this Committee? This is big money. All citizens will pay taxes when this building is built. She is delighted that the Committee needs input from the people in this building. She doesn't want Town Hall short changed because Parks and Recreation used up a lot of money in their building. What is the gym used for besides the ROPE program? She encourages the Committee to look at every detail. The building has been waiting a long time to be renovated. She doesn't want to see it rushed. She also doesn't know where the Committee is at this point in time.

Don Woods, 82 Ivy Lane: he is also the Chairman of the Board of Parks and Recreation. He is speaking to address why the Board of Parks and Recreation is getting on board "so late". The Board believes the process began when it was interviewed by Mr. Olsen in May. To have a project building committee for the future home of Parks and Recreation that doesn't include the Board of Parks and Recreation, he can't understand the rationale. The Board is not looking to steal funds from the Town Hall. There will be a bi-partisan participation. Parks and Recreation performs

an important function for the entire town. He can't think of any justification to deny Parks and Recreation the opportunity to plan the new Mortensen Community Center. The Board members don't have any desire to participate in the decisions regarding Town Hall. He believes that the concept presented at the start of the meeting is an attempt at appeasement. All other project building committees have had at least five members. If the Mortensen Community Center were a stand alone building, the Board of Parks and Recreation would be involved. They are the commission that is responsible for everything that happens in that building. Who is a better cheerleader than the Board of Parks and Recreation for this project?

- X. Committee response to public participation – Mrs. Raynock requested that the Town Council entertain considering members from the public for addition to this Committee, people that are not elected officials. They could educate the public more and the public would feel that they are represented. Mrs. Cohen stated that all project building committees have been open and responsive to the public. Elected officials are more financially attuned to what the Town can afford. She felt there would need to be a reason or a need to add members. Mrs. Raynock said she didn't think that five Committee members is enough. Chairperson McBride concluded the discussion by stating that the Project Building Committee does respond to the public and wants to do what is right. They are elected by a large group of people to lead. There is plenty of opportunity to include the public without making them members of the Committee. He also won't stand for the Committee becoming a political football.

- XI. Adjournment – the meeting adjourned at 8:15 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services