

TOWN OF NEWINGTON

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ANNA REYNOLDS SCHOOL PROJECT BUILDING COMMITTEE

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SPECIAL MEETING MINUTES

November 12, 2020, Zoom Event


Town Clerk

- I. Call to Order – Committee Chairperson Stephen Woods called the meeting to order at 5:02 PM.
- II. Roll Call – Members present: Stephen Woods, Chairperson; Chris Miner, Carol Duggan, Jeremy Whetzel, and Michael Camillo (participated at 5:20 PM). Others present: Beth Del Buono, Mayor; Chuck Warrington and John Koplas, Colliers International; Maureen Brummett, Ph.D., Superintendent of Schools; Lou Jachimowicz, Chief Finance and Operating Officer; Jason Smith, Principal; James Krupinski, Town Clerk; and Jeff Baron, Director of Administrative Services.
- III. Public Participation – None.
- IV. Project Status – Mr. Woods reported that the Committee has a project. He felt this was a wonderful thing. It was an overwhelming vote. There was a strong message from the community. The Town still needs to hear from the State about getting on their short list. We expect to hear by December 15th. The State has been funding projects. Dr. Brummett confirmed that the vote was certified. It was roughly 11,000 (11,351 – editor) in favor and roughly 4,000 (4,096 - editor) opposed. The certification was listed with the State Office of School Construction Grants and Review (OSCG&R). Mr. Woods added that we have done everything we need to do to allow this project to continue. Mr. Warrington notified the Committee that Colliers had met with OSCG&R to review the application for renovation status. The project should be in good standing to achieve renovation status. If the Town can get the project on the State's priority list, that list is expected to go to the Governor on December 15th. Once a project is on the list, it rarely comes off.
- V. Next Steps – Colliers. Mr. Warrington stated that now that the project funding was approved, the Town can start the project in earnest. It is a three-month process for retaining Architect/Engineering services. It is a two-step process, starting with a Request for Qualifications (RFQ), then a short list of four firms. Contracts, schedules, and budgets are in the Request for Proposals that goes to the four finalists. The Building Committee will then conduct interviews. With holidays, etc., this will be about a three-month process. Hopefully, this will also be an Owners Project Manager project. Then the construction manager deliverable will need to be selected. This is recommended rather than a general contractor. He would be looking to get the construction manager on board before the Schematic Design Phase. ~~By the time the Design Development Phase is complete the documents for the project would be 60%-70% complete. The last phase of design is the Construction Document phase. Then any approval process (third party reviews, etc.) would take place. He would expect to~~

open bids in May of 2022. Bidding is a 2-1/2-to-3-month process. It includes scope reviews and a Guaranteed Maximum Price if the Town goes that route. Construction would take about 18-months. Dr. Brummett noted that a sample RFQ for Architectural services had been sent out. Mr. Miner asked, since Colliers was on board currently, if the Committee could continue to use their services? Mr. Woods responded that the Committee could retain them for selection of the Architect, but then would have to solicit bids for an Owner's Project Manager. Mr. Miner added that he felt it would be advantageous to retrain Collier's services as much as possible, given their knowledge of the project. Mr. Woods noted that it would be a small sum of money, it would get the Committee into the December window, and Colliers has done great job so far. Councilor Miner asked if there was a lot on the street right now? Mr. Warrington replied that he felt this project will be very attractive for soliciting architectural services. He has already started garnering services on the Town's behalf. Mr. Woods felt that there would be a lot of interest in this size of a project. Mr. Miner stated that the Committee was in a position for an RFQ, but there was no immediate need for funding. Mr. Woods responded that was correct, until a recommendation is made to the Town Council for entering into a contract. Mr. Miner asked if Colliers did not perform a lot of the service in the pre-referendum phase? Mr. Woods replied that was correct. He was looking to see if the Building Committee was interested in retaining Colliers through the Architect selection process, encompassing the RFQ, the Request for Proposals and the selection recommendation by the Committee to the Town Council. Mr. Camillo joined the meeting and Mr. Woods filled him in on what he had missed.

- VI. Architect and Owner's Representative Selection Process – Mr. Whetzel asked about the status of the facilities study/report. It is expected in early December. There maybe other things for the schools that would need to be addressed. Mr. Woods stated that the Committee is in a good place, it can move forward. Mr. Whetzel again asked where the study was. Mayor DelBuono responded that Owens, who is performing the study, has been in touch with the Town Manager. The Town is guessing that the study is about 400 pages. It is expected in December. Mr. Silvia stated that he would like to see the portions of the audit report that pertain to Anna Reynolds. He felt it would be wise to know what the audit recommends as far as Anna Reynolds School is concerned. Mayor DelBuono agreed and said she would ask the Town Manager. Anna Reynolds was supposed to be a priority. Mr. Woods stated that he was looking for the OK to spend money. He has complete trust in Colliers. It would be money well spent. Mayor DelBuono stated that she doesn't want to spend too much until there is a commitment from the State. Mr. Woods stated that this was less than approximately \$5,000. Ms. Duggan asked how the audit will affect the Committee moving forward? Mr. Woods responded that the Town Council has to approve the architect. They will determine if the Town can afford it. They hire the Architect, the Owner's Project Manager, and the Construction Manager, then the Building Committee gets to manage the project. Mr. Silvia added that, in his experience, the audit would influence the scope of the work for the project. There is a need to appropriately scope the work at Anna Reynolds. Dr. Brummett noted that the State has looked over the work of Colliers. Mr. Woods also observed that the State is heavily invested in this. It is important to get Renovate as New Status. That could be jeopardized if the project is reduced. Mr. Jachimowicz added that Renovation status was intended to provide fifty-year usage to the community. All aspects have been integrated into the big picture of the fifty-year plan. The State is promoting their interest in a fifty-year building. Mayor DelBuono stated that she is afraid if the audit report comes back with more urgent matters that need to be done imminently, there is a need to look at the bigger

picture. At the referendum the people did speak loudly and clearly. Mr. Miner noted that the State is aware of the project, the vote count has been certified, and the Town expects to be on the State's list. He felt the Committee needs to keep moving forward. Mr. Warrington notified the Committee that it had 24 months from the date of the grant commitment to get a shovel in the ground. The State would be concerned if there was a significant delay. Mr. Miner reiterated that the Committee needs to keep moving forward. The Town Council commitment is three-to four-months out. Mr. Whetzel stated that he is favor of waiting to see what the study does say, to see what costs the new survey is bringing to the table on the other buildings. Mr. Camillo felt that a month wouldn't hurt. In a month the Owens report is expected. Mr. Woods stated that the Town wouldn't hire an architect for close to three months. The Committee needs to take the steps necessary to select an architect. He is looking to start the process. Mayor DelBuono stated that she is OK with spending the \$5,000 or so if the Committee already has that. Mr. Woods observed that by February the Town Council would have the report. The Committee serves at the pleasure of the Town Council. The Committee agreed by consensus to use Colliers to move towards hiring an architect. Mr. Miner stated that the Committee also needs to issue an RFQ for the Owner's Project Manager. Mr. Woods replied that it is important to keep moving on an architect. The project doesn't need an Owner's Project Manager immediately. Mr. Miner asked if the Owner's Project Manager process would have an RFQ and a Request for Proposals. Mr. Warrington replied that yes, it would, in order to be eligible for reimbursement. The RFQ for architectural services is largely done. It will be re-drafted and distributed so all can review it. There will be more details in the Request for Proposals. He would like to go through how to structure the contracts. A number of theses have already been forwarded to Mr. Baron for review by the Town Attorney and the Town's insurance carrier. The Town will issue a control budget. The Town will also need to distribute a Request for Proposals. By the week after Thanksgiving he can also have a draft form of a Request for Proposals.

- VII. Any Other Business Pertinent to the Committee – The Committee agreed to hold its next meeting on December 3rd at 5:00 PM. Mr. Woods stated that he would like to have a meeting to get the Town Manager involved also. He also mentioned setting up a permanent meeting schedule, with a meeting every two weeks. He requested a tentative schedule of meeting dates. 5:00 meeting starts work well for him. Mr. Krupienski asked how long the December 3rd meeting would last, as he has another Zoom commitment that evening. Mr. Woods promised that it would not last longer than an hour and a half.
- VIII. Public Participation – None.
- IX. Comments by Members - None.
- X. Adjournment – the meeting adjourned at 6:04 PM.

Respectfully submitted,

Jeff Baron

Jeff Baron
Director of Administrative Services