

JOHN F. KENNEDY MIDDLE SCHOOL BUILDING COMMITTEE
MEETING MINUTES
January 10, 2019

A meeting of the John F. Kennedy Middle School Building Committee was held at Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on January 10, 2019.

1. **CALL TO ORDER** The meeting was called to order at 6:30 pm by Randy Daigle

2. **MOMENT OF SILENCE**

3. **PLEDGE OF ALLEGIANCE**

4. **FIRE EVACUATION ANNOUNCEMENT**

5. **ROLL CALL**

MEMBERS PRESENT

Randy Daigle, Rose Bouchard, Chris Clare, David Costa, Amy Dennis (7:32), Katelyn Dunn, Scott Kaupin, Walter Kruzal, Kevin Margolfo, William Marr, Michael Monteforte, Joe Muller, Jeff Okun, Greg Strich

MEMBERS ABSENT

Bob Cressotti, Tim Neville

6. **APPROVAL OF MINUTES**

Regular meeting minutes of January 3, 2019 - **TABLED**

7. **COMMITTEE GUESTS**

Randy introduces Mr. Christopher Cykley, Construction Solutions Group (CSG) who helped with the pre-ref. In order for us to design the building at pre-ref we have to know what the criteria's are. The ed specs are distributed that were submitted to the State. This is what the architects will be using when we hire an architect.

Chris introduces himself. I am working with the joint facilities committee. Over the course of the past year leading up to the referendum I was tasked to submitting to the State for the grant for JFK. One of the first things we did was revise the ed specs. This is the bible the architect will use to design the building. There is a spreadsheet that gives space information/square footage. This isn't set in stone, but is a guide for the architect. This is a guide, but the most important piece. Page 4 starts the programming of this entire building. It dives into what each space is going to get.

8. **OLD BUSINESS**

Randy states please read the ed specs, even though it is a guide it is very specific. A little further back is the program spreadsheet. This is where we had to come up with a footprint of the building. In order for the footprint to be established, in order to establish a dollar amount this is what we had to use to design the building. The building is designed for function programming only. It is not the exact building at the end. We need to show 25 classrooms at 2,500 square feet. We put the puzzle together. What we're going to be doing is talking to the users. Should these 3 classrooms (science) be together? Should there be math, science, english across the hall? That will change the footprint of the building. What we

showed the public was the image, the intent. It's going to look very close, but not the exact picture. Now we talk to the people that use it and we redefine the floor plan once we get the architect on board.

Scott states it can't deviate. They bought into a school that is somewhat like this.

Randy states we're not deviating the footprint. We'll still have the same outside, we redefine the interior. We're staying with the program. Right now we have a science wing, and the users may come back and say we want to spread the kids out.

Walter states the concept from the high school, the Fermi wing had interior classrooms. You look at it today and it has no interior classrooms. Right now we have a concept and we're going to take the concept to final design.

Chris states I don't know if you're familiar with the presentation we gave to Town Council in September, in there is the concept we're talking about the layout of the building. That is what the architect we hired in February came up with in collaboration with the facilities committee and the board of education.

Randy states next week I'll bring the presentation and we'll have it in the other room.

Chris states we're filling in the pool. Admin suite is coming out of the addition and going into where the cafeteria is now. Some changes were made.

Greg states incremental improvements are acceptable.

Chris states the other task we had was reducing the cost, before there were additions proposed, site work. That was what we had to remove to get the budget to 84 million. This minimizes the new additions, remove the portables, now only one addition between the gym and the auditorium. The auditorium gets filled in, the pool is gone. There was a lot of thought that all of the parties that were involved to get to a successful referendum. I help with the State funding, grant applications. I submitted the grant application. This project does receive 71% of the funding back from the State.

Randy states the reason we had to hire the construction manager/program manager is we don't have a facility manger in town. Typically the facility manager would do this. It has to have someone who represents the authority of the town. After we put the RFQ out for the architect, I start working on the RFQ for the CA. We have to start submitting to the State as soon as next month.

Chris states the next step in your process is to hire the architect. They will take this from the concept and begin your design process before you start construction. You will commonly hear "is that part of the ed spec". Please read it, it's an important document, especially during design phase.

Randy states I suggest you keep the ed spec in your binder. It's easier to look than scroll on your ipad. Randy thanks Chris for coming.

Randy states next week he will bring the presentation and show you the draft floor plan. The pool is zero reimburseable. We needed square feet so we closed it. We saved close to 6 million dollars by this change.

Greg asks the library/media center is not included because it's very young and not reimburseable. Is that correct?

Randy states anything under 20 years old is still under warranty by the State. That being 18 years old we're not allowed to demo or modify it. We can repaint. The roof is still under warranty. Up to that door we're demoing. Another word you will hear often is renovate as new. If we were to tear down the building and build a new one, we're not being reimbursed by the State. When we renovate to new the State will reimburse us at 71%. It's cheaper to renovate than to tear it down. When we submit to the State that is a key word. It's not a renovation, it's renovate as new. It puts it in a separate category. Within the next couple of weeks, I want to schedule a trip to JFK to walk around. The location of the auditorium is terrible as far as security. When there is an event at night, the custodians have to physically go into every single room to see if anyone snuck in, down every hall and check. By having the auditorium where we are proposing it, that is a separate wing. There will be privacy locked doors. Kids won't be running around the hub. Chris is under contract with the Town right now, that is why we can use him. What I've been doing for the last couple of weeks has been working on the RFQ for the architect. Next week I'll start the RFQ for the CA. Randy distributes the draft RFQ. It is under review right now at the town attorney. It outlines what we're asking and requiring what the architect will do for us. The 2nd page is the scope of work. This is what the building will be. Projected enrollment is 1,215 kids. We're not expected to have that until 2023 if it goes on the road it has been going. We're designing it based on the maximum allowed reimbursement. This way we have room to expand. Anything over the 1,215 we don't get reimbursed. That dictated the square footage. The project budget is 71.8 million dollars. Another acronym you'll hear is FFE – furniture, fixture and equipment, it is 4.5 million, we put tablets, desks, furniture in the budget. There is soft costs - 8 million dollars, that architect, construction manager, construction administrator, insurance and various consultants. After the building is built we have to make sure everything works the way it was designed. They will put meters on ductwork, they will close the doors, clocks work properly. That is called commissioning. They will run this building the way it should be run before it is turned over. We had to go through the project schedule. What we agreed to is to have this building built by August, 2022. The delivery method is CMR, construction manager at risk. You have an architect that designs a building 100%. They put it out to notice and contractors bid on it. We hire a construction manager as it is being built. He is working with the architect, giving him prices. He is also part of the design which means he's responsible for errors when it's under construction. It cuts down on change orders and keeps it at a faster pace. Once it's designed, it goes to the State, the State approves it, it goes to the board of ed for approval for bid. When it's designed the architect, town and construction manager put out bids based on each trade. There will probably 28-36 bid packages going out and pick the most qualified. The CM will then give us a price which is the GMP (guaranteed maximum price). For submissions I asked for in the booklets is one original, 12 copies and 1 flash drive. You will all get a copy delivered to your house and you'll have a week to review. I will give you the rating sheets. I have to come up with a timeline, one for the town, State and architect. The RFQ if approved will be advertised January 15th by the town. Response date is no later February 1st 11:00 a.m. Anything after that is sent back. Once we get them on the February 1st, we will have until the 7th to review. February 7th meeting will be reviewing. We may 10-20 firms to shortlist. I defined the criteria. We short list those firms we select. The town will send out notification to those firms. The town will request an RFP (request for proposal). That will go to the 3 or 4 firms we pick. We give them the ed specs, the proposals, the studies that were done. Then they will do a walk through. They will submit their RFP and their cost/fee. Interviews are scheduled for **Saturday, March 9, 2019**. Once we make the selection, it will go to the town. It will then be presented to the town. They will vote. Notification of the architect will be March 13th. That will be their start date and they will start drawing. It will take 8-10 months to design the building. Construction start date will be April, 2020.

Bill asks if the architect is selected before the CA?

Randy states correct. At the state we have the submittal process called QBS which means their booklets all have to match the same. We can say go to page 8, every book will be the same information. We qualify what the booklet has to look like. I want to know qualifications of the design team. Be aware that \$65.00 will get you an award for anything. So if they say they have awards, anyone can get an award. High performance building certification, what we require is to have the latest most energy efficient pieces of equipment. Some companies have LEED (leadership in energy and environmental design), high performance encompasses all that without you having to pay thousands of dollars for a wall plaque. The state has a standard 330 form. It talks about the company. I want to know their Connecticut experience. We will ask for references. We want to see if there are any OSHA violations, legal battles, EEO issues, and use of local help. Also reviewed is selection criteria procedure, insurance, fair employment practice. The town has the luxury of not picking someone for the convenience of the town. It's not based on low bid. We are volunteers and we cannot be held liable.

Scott asks when awarding the contract can you state at the convenience.

Randy replies it is stated in several areas. The RFP and RFQ will be a reference attached to their contract which means if they say they don't do, say food service design, we can say you said you would. I know this is a lot to take in. This isn't the fun part. I sent an email regarding day to meet. It seems like Thursday is the day that will work. I know that life goes on. If you need to be out 3, 6 or go on vacation no problem, we will get you up to speed. We will be making one switch from alternate to permanent. Amy will be an alternate, I don't want to lose Amy. One of the alternates will become permanent.

Jeff asks after the request for proposal goes out and we interview all the architectural firms and we have a firm on board and we go into design, the next step is to hire the CA?

Randy states we're going to start the same process in 2 weeks. I need to have the CA on in order to submit to the State what the architect is doing. They will be acting as owner's rep because we don't have an individual in town. Traditionally you don't do that until later but we need somebody to be our owner's rep.

Jeff asks after that process is done while the building is being designed is when we start the interview process for the CMR?

Randy states yes, we do the architect and the CA then 30 days we start the CMR. We have to give the new architect time to come up to speed. By hiring a CMR early doesn't do anything. I don't want them to dedicate staff until they can bill for it. Once the architect has the drawings called schematics, you have DD which is design development which is a little more detailed, then you have CD's (contract documents). That is when they specify what type of ceiling tile. Once the architect is up to speed we form subcommittees, we meet with staff, we're designing the floor plan, then we get the CMR. Once the footprint is down then he can come in and say I can give you an idea budget-wise. I break out their fee proposals based on phases. The construction manager hires the subs, he gets a percentage. His fee is still the same. Our objective is to make sure we have a sound contract.

Katelynn asks if we select the subcontractors or does the CMR select?

Randy states there will be a few of us in the recommending meetings for the subs. He doesn't take the lowest one. I'm going to ask you if you have had any experience. I will value what you say.

Bill asks if the CM has the final decision.

Randy states not necessarily if we say no we don't want them he can't take them. He can refuse to work with somebody. We've never encountered that. It's a joint venture. His final fee isn't set yet. His final fee is based on the subcontractor fees. Our contract is with him. His contract is with the subs. That's another reason so the town isn't holding all the contracts.

Scott asks when does the CMR come on board?

Randy states hopefully end of April.

Bill asks will the CMR be able to self perform?

Randy states we've (the town) never allowed that.

Greg states the architect and the CMR will be at every meeting once they get on board. We can ask questions. They will be here with us. They will be on the agendas doing status reports.

Randy states the superintendent of the project will meet with the Principal of the school every day. They are here every meeting. I will keep the mayor and superintendent of schools informed.

Jeff states there is one addition going on to the school, the rest is going to be renovate as new?

Randy states there is one new addition, there is different things like entrances, there will be some additions.

Jeff states you have one new building going up, that would be considered new construction, but it's attached. Would that be new construction?

Randy states when it's built it will be attached. It's not a standalone new building.

Jeff states so that will be considered renovate as new?

Randy states yes, it's an addition not a new building.

Chris states it falls under the same reimbursement rate.

Katelynn asks when the design comes in and we start construction and the CMR is responsible for any change orders are we holding a proprietary spec? Or value engineer?

Randy states we would look at case by case.

Chris Cykley states the only ones that are proprietary are key systems, building security, fire alarm, and phones. Whatever is proprietary in the town.

Kevin asks as far as disruption to the school. Is the game plan to do the back addition, getting the kitchen up and running?

Randy states absolutely. We can get it 100% up and running. The kitchen will be bigger to prepare the food. We did a study.

Chris states you will see the mechanical room is in the same location. A lot of thought was put into this. We will be ready for the heating season.

Randy states the new units are the size of refrigerators.

9. NEW BUSINESS

10. EXECUTIVE SESSION

Motion made by Scott Kaupin to enter into Executive Session (8:00 p.m.)

Seconded by Greg Strich

Motion passes by a show of hands

Out of Executive Session and back to regular meeting (8:10 p.m.)

11. SCHEDULE NEXT MEETING

Motion made by Greg Strich to schedule next meeting for January 17, 2019 at 6:30 p.m.

Enfield Town Hall, Enfield Room

Seconded by Bill Marr

Motion passes by a show of hands

12. COMMITTEE COMMENT

a. Liaison Comments

b. Committee Comments

13. GOOD TO THE ORDER

14. ADJOURNMENT

Motion to Adjourn Greg Strich

Seconded by Bill Marr

Motion passes by a show of hands

Adjourned: 8:10 pm