

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PUBLIC BUILDING AND SITE COMMISSION.

Minutes of the regular meeting of the Public Building and Site Commission held on Tuesday, March 25, 2014. Chairman Robert Mitchell called the meeting to order at 7:00 p.m.

Present: Robert Mitchell, Anthony D'Angelo, James Juliano, Peter Samoskevich, Thomas Catalina, Joseph Borst, Rick Matschke. **Absent:** Roger Letso. **Also Present:** Clerk of the Works William Knight, Barry Svigals, Jay Brotman and Elana Konefal from Svigals and Partners, LLC, Mike Walker from Consigli, Geralyn Hoerauf and Mark DuPre from Diversified Project Management, Chuck Boos principal of Kaestle-Boos and several members of the press.

Public Participation. None noted.

Sandy Hook Elementary School. Mr. Mitchell noted that the plans that we receive today will continue to evolve. This is the Schematic Design submission (conceptual) and is the basis for the construction cost estimate. Details of the design are still being developed. The purpose of the meeting was to bring the members of PB&S up to the most current status of the project and the next steps that will be required.

- No detailed issues of the security systems will be discussed at this meeting.
- It is anticipated that there will be a formal presentation of the school design to the Town. This will be scheduled through the Selectman's office and the Superintendent of Schools.
- Ms. Hoerauf distributed and discussed her "Monthly Report to the Public Building and Site Commission" dated March 25, 2014 (Attachment A).
- Demo and abatement phase has not yet been closed out, however, all work has been completed. The close out documentation is still to be approved.
- Mr. Mitchell noted that the Bestech invoice from last month is still being held pending breaking out the demo from the abatement and approval of the amounts.
- Detailed information is available at www.SandyHook2016.com.

Mr. Svigals gave a brief review of the general progress of the project and the important elements of the town and site that are giving direction to the design. He then turned the presentation over to Ms. Konefal. She noted that the process has involved the community throughout the design.

- Advisory Committee made up of 50 people who have had five meetings thus far.
- Met with the teachers and superintendent to work on ed specs.
- Looked at parking, how much space is available on the site.
- Building will be closely connected to nature.
- Site circulation also looked at. The separation of public, bus, teacher and service traffic will enhance the safety of the site and aid in security.

Mr. Brotman said there are great opportunities to improve the site and keep the natural habitat. Key elements of Mr. Brotman's discussion included the following.

- Forest areas are at the edge of the site and provide a view from the school.
- The entrance at Riverside was improved so that there is a clear identity of the Sandy Hook School entrance.
- Large vehicles can turn into the site more easily.
- The entry will provide one lane in and two lanes out. Stone walls are created to act as buffers and retaining walls.
- The entry has been redesigned allowing it to pass along the wetlands and enter the school area more toward the center of the site.
- Buses will circulate around and align in the front of the school.
- Faculty will pull into a reserved lot.
- Parents dropping off will go in the loop and drop off near the front door.
- The undeveloped edge of the site contains wetlands. Children will be experiencing nature.
- Water feature in front of the school will be used as a learning feature mirroring the wetlands. This will be planted with walks. "Bridges" will be crossed over.
- Service entrance on the side of the building away from the academic areas.
- Playgrounds for older and younger children are separated and near their academic areas.
- The old existing dinosaur tracks will be used in the layout.
- The Main Street plan is the theme that we are going to use. This is a strong arch with classroom wings going into the natural environment.
- Gym at one end and Pre K / K at the other end.
- Second floor classrooms circulate in a U shape.
- Main entrance in the center.
- Straight connection out to nature.
- Open stairs that connect to each other and to nature.
- Treehouse feature to connect to nature on second floor. These are academic spaced for breakout.

Mr. Svigals noted that it is so important that this design is the result of an extraordinary interaction with the community. People were asked to bring in images of the town and fifty people brought in dozens of photographs of the town. Mr. Svigals commended Ms. McFadden for her presentation at the workshop (she could not attend tonight's meeting). He presented and discussed many of the photographs and how they influenced the design concepts.

- We are still exploring many things.
- The materials that will be used are still being explored. They may include wood, stone, ceramics, etc.
- Stone or cast stone may be at the base of the building.
- Presentation at the end of April, after the review of the cost estimates, of final schematic design.
- In a few weeks we will look at the estimate of the schematic design and costs. Design Development will start shortly thereafter. This is a further definition and detailing of the project.

- Joint meeting with the BOE probably early May.
- We have been meeting with the State all along.
- Meeting with food service vendor, technology.
- Programming the courtyards will be done with the educators..
- 3-D presentation drawings will be prepared as part of the review. Those presented at this meeting are termed “massing diagrams” and are used by the architect to develop the overall scale of the building and do not reflect the actual details of the building.
- Security infrastructure council at the State level was used as a guide, though these guidelines do not apply to this school. Detection, delay and assistance elements were used to make the site more secure. Security will be basically invisible. School Security Design Committee met this week and will continue to review the plans, making recommendations. They are charged with reviewing actions and elements incorporated in this design to see that they are appropriate.
- Mr. Brotman reviewed with the Commission the plans that will have to be approved by Planning and Zoning and Inland Wetlands.

This completed the presentation to the PB&S Commission.

At 8:05 Mr. Mitchell declared a five minute break. The meeting resumed at 8:15 p.m.

Minutes. Upon motion of Mr. Samoskevich, the minutes of the regular meeting of February 25, 2014 were unanimously accepted as presented. Upon motion of Mr. Borst, the minutes of the special joint meeting with the Board of Education on February 19, 2014 were unanimously accepted as presented.

Review of Town Initiated Projects - ESCO Status and role of PB&S. No further report tonight.

High School Project. Mr. Knight will follow up on the roof issue. It is anticipated that a further on-site analysis will be accomplished the last week of May, weather permitting.

Hawley School Project. Mr. Knight said Fire Marshal and Building Official did a walk through and that a Certificate of Occupancy will be issued. Mr. Boos said there were some controls on the boiler that were shut down by a sensor and this was repaired. He said that the boiler has been operating for two months with no issues.

Change Orders:

Mr. Borst moved to recommend approval of Change Order #4 in the amount of \$1,194.27 for installation of gas valves and piping. Second by Mr. Catalina and unanimously carried.

Mr. D'Angelo moved to recommend approval of Change Order #5 in the amount of \$7,202.27 for a replacement boiler control panel. Second by Mr. Catalina and unanimously carried.

Invoices for Payment.

Mr. Borst moved to recommend approval of Consulting Engineering Services invoice #7 in the amount of \$1,320.00. Second by Mr. Samoskevich and unanimously carried.

Sandy Hook Elementary School.

Invoices for Payment

Mr. Borst moved to recommend approval of Consigli invoice #5 in the amount of \$7,503.00. Second by Mr. Catalina and unanimously carried.

Mr. Borst moved to recommend approval of Diversified Project Management invoice #2014064 in the amount of \$20,108.91. Second by Mr. Juliano and unanimously carried. Two old invoices: \$10,697.00 and \$19,060.00 were also approved.

Mr. Borst moved to recommend approval of Bestech, Inc. invoice #006773 in the amount of \$242,841.00. Second by Mr. Catalina and unanimously carried.

Mr. Mitchell noted that Bestech invoice #006749 still being held for clarification of demolition and abatement.

Mr. Borst moved to recommend approval of R.W. Bartley & Associates invoice #NJ1018.WA29 in the amount of \$13,773.70. Second by Mr. Catalina and unanimously carried.

Mr. Borst moved to recommend approval of Svigals & Partners invoice #1360-05 in the amount of \$154,225.76. Second by Mr. Catalina and unanimously carried.

Mr. Borst moved to issue a purchase order to Riccio Landscaping LLC in the amount of \$19,750.00 for hydroseeding Sandy Hook Elementary School. Second by Mr. Juliano and unanimously carried.

Unfinished Business.

Board of Ed and Capital Improvement Plan (CIP). The Superintendent of Schools requested that PB&S assist the Board of Ed with organizing costs for items to be placed in the CIP. Mr. Mitchell requested that Diversified Projects Management assist PB&S in preparing guidelines to be followed to generate this information. Ms. Hoerauf distributed and discussed "Newtown Public School District, Capital Projects Public Building and Site Commission" dated March 25, 2014 (Attachment B). Mr. Mitchell asked the Commissioners to review this draft and forward comments to him. It was the consensus of the Commission to accept this responsibility as requested by the Board of Ed. All actions would go through the Board of Selectmen.

New Business.**Community Center.**

Mr. Mitchell reported that First Selectman Llodra asked that PB&S take on this project. Mr. Mitchell would like Diversified Project Management to assist the Commission.

Mr. Borst moved 1) to accept the Community Center project, 2) to form an ad hoc committee with PB&S, Fairfield Hills Authority members and members of the town, and 3) to ask Diversified Project Management to assist PB&S. Second by Mr. Catalina and unanimously carried.

The next meeting will be on April 22, 2014. An interim meeting may be requested to review the Sandy Hook School plans and estimate.

Adjournment. The motion adjourned at 9:05 p.m.

Ann M. Mazur, Clerk

Att. A DPM Monthly Report
Att. B DPM Capital Projects narrative

A



DIVERSIFIED
PROJECT MANAGEMENT



**Sandy Hook Elementary School
Newtown, CT**

**Monthly Report
to the Public Building and Site Commission
March 25, 2014**

**Sandy Hook Elementary School
Newtown, CT**

Monthly Report – March 25, 2013

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**Sandy Hook Elementary School
Newtown, CT**

Monthly Report – March 25, 2014

1) Executive Summary

The Schematic Design Phase is complete. A Schematic Design package of documents has been forwarded to Consigli Construction for development of the Schematic Design Cost Estimate, due April 4th. The Design Team continues to progress through the Design Development Phase including meetings with appropriate Town departments, the School-Based Building Advisory Committee, Sandy Hook School staff and the State Office of School Facilities.

2) Opportunities

A meeting was held on March 20th of the School Safety Design Committee for the Sandy Hook School project. Various physical and technological safety and security components were reviewed with the Committee; future meetings will be held to review additional safety and security features as the project develops.

Northeast Utilities / Yankee Gas are actively working on the extension/installation of a natural gas main to the project site.

Property lines for the school site have been revised at the Town level to officially incorporate the new route for Dickinson Drive into the school property.

Discussions are ongoing with the State Office of School Facilities regarding the extent that “off-site” improvements to Riverside Road can be included in the grant as eligible costs. This discussion also includes the project-allocated cost of the planned natural gas main to the site.

3) **Activities this period (Feb. 25 – Mar. 24, 2014)**

a) **Demolition Close-out**

i. **Cost Reconciliation**

A final accounting of abatement and demolition costs has yet to be submitted by Bestech, TRC and RW Bartley. Consequently, approval of final invoices for the demolition phase has not been provided.

ii. **Site Restoration**

Consigli Construction has requested that the Town issue a PO to Riccio Landscaping for hydro-seeding all previously disturbed areas of the demolition site.

b) **Design Phases**

i. **Schematic Design**

The design team has completed the Schematic Design documents package including site drawings, building drawings and narratives describing proposed building materials and systems

Consigli Construction is developing a Schematic Design Cost Estimate, due April 4th.

ii. **Site Investigations**

No further site investigations were planned for this period.

iii. **Reviews and Approvals**

State Office of School Facilities – The design team met with the OSF to review eligible/ineligible grant costs on March 7th. Areas discussed included the widening of Riverside Rd, improvements to sidewalk along Riverside Rd Senior Center property, relocation of CL&P poles, widening of Dickinson Drive entrance/intersection and the burying of new electrical service beneath Dickinson Drive. OSF is consulting with legal counsel on an interpretation of the grant terms and conditions.

The OSF is also reviewing the square footage and functional space designations for the new facility to determine compliance with the requirement that the grant be used for a “replacement school”.

The project team met with the School-Based Building Advisory Committee on February 25th to review the Schematic Design progress and begin discussion of the proposed “Water” theme for the new school.

c) Other Activities

i. Project Website

The project website is active. All current information on the progress of the project can be accessed at www.SandyHook2016.com.

4) Programmed activities next period (Mar. 25 – Apr. 21)

a) Demolition Close-out

i. Cost Reconciliation

Abatement and demolition phases cost are under active evaluation. Costs will be finalized and a recommendation regarding final invoice payments will be made to the PB&SC as soon as documentation is received from the consultants/contractors.

ii. Site Restoration

Hydro-seeding of the site should be completed the week of March 31st, weather permitting.

b) Design Phases

i. Schematic Design

Schematic Design Cost Estimate will be completed April 4th.

ii. Design Development

The Design Development Phase is ongoing with work proceeding on site design, building material details, sustainability features, security components, and construction methods.

iii. Reviews and Approvals

Newtown BOE – Once the PB&SC has approved the Schematic Design Cost Estimate, the Schematic Design package will be submitted to the BOE for approval.

PB&SC – Consigli Construction will present the Schematic Design Cost Estimate at a special meeting of the PB&SC on Tuesday, April 8th.

The Design Team is scheduled to meet with OSF on March 26th for further review of the schematic design package including a discussion of off-site eligible/ineligible cost allocations.

c) Other Activities

i. Project Website

The website will continue to be updated as new design information is approved for distribution to the public.

5) Forecast and Cash Flow Analysis

Project Cash Flow Analysis will be developed for future reports, as all consultant costs are identified.

The overall project budget is under development by DPM and will be provided to the PB&SC for review after the Schematic Design estimate has been produced.

6) Quality and Safety

No report this period, as construction activities are on hold.

7) Approvals Anticipated by PB&SC

Schematic Design Cost Estimate, at the April 8, 2014 special meeting of the PB&SC.

8) Attachments

a) Current Project Schedule

The project team continues to actively explore ways to accelerate the remaining schedule in order to hold to the promised substantial completion date of June, 2016. Consigli Construction remains confident that the original deadline can be met through the implementation of creative construction methods, the issuance of an early construction package comprised of site improvements and building foundation work and by also utilizing targeted overtime authorizations.

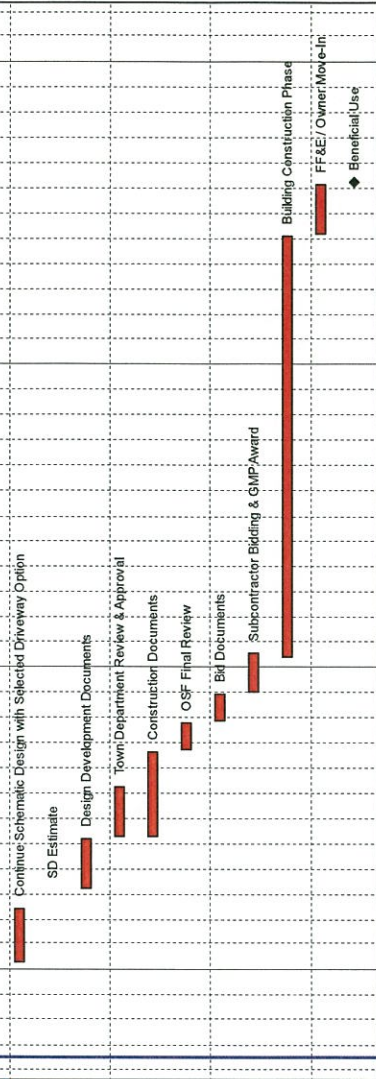
b) Cash Flow Analysis – *not provided this period*

c) Budget Review – *not provided this period*

Activity ID	Activity Name	Orig Dur	Rem Dur	Start	Finish
12-C	Continue Schematic Design with Selected Driveway Option	46	46	09-Jan-14	14-Mar-14
14-C	SD Estimate	15	15	17-Mar-14	04-Apr-14
3-C	Design Development Documents	44	44	07-Apr-14	06-Jun-14
4-C	Town Department Review & Approval	43	43	09-Jun-14	07-Aug-14
5-C	Construction Documents	73	73	09-Jun-14	19-Sep-14
6-C	OSF Final Review	25	25	22-Sep-14	24-Oct-14
7-C	Bid Documents	23	23	27-Oct-14	28-Nov-14
8-PC	Subcontractor Bidding & GMP Award	33	33	01-Dec-14	16-Jan-15
9-C	Building Construction Phase	355	355	12-Jan-15	03-Jun-16
13-C	FF&E / Owner Move-In	44	44	06-Jun-16	05-Aug-16
10-C	Beneficial Use	0	0	0	08-Aug-16

SANDY HOOK ELEMENTARY SCHOOL
SCHEDULE ANALYSIS

CURRENT PLAN





(B)

TOWN OF NEWTOWN

PUBLIC BUILDING AND SITE COMMISSION

Newtown Public School District, Capital Projects
Public Building & Site Commission

March 25, 2014

PHASE A – PROJECT IDENTIFICATION, SCOPE & COST STRUCTURE

Periodically, the Director of Facilities for the Newtown Public School District will receive (or solicit) from each school, a list of potential capital improvement or renovation projects. To enhance the efficiency with which capital improvement projects are implemented, the Public Building & Site Commission would undertake a coordination role to support School District staff and liaison with the BOE.

The PB&SC would collaborate with the Director of Facilities (DF) and Superintendent of the District in reviewing the list of proposed projects, determining a priority list and developing an integrated timeline for all projects. The PB&SC would conduct a preliminary review of all projects and provide the District with a recommendation to proceed with project planning.

The PB&SC would coordinate the *Pre-Approval Phase* and provide comprehensive planning services in order to best inform the budgeting and approval process. The PB&SC will establish a comprehensive Scope of Work for each project. Project scope may be verified by conducting on-site assessments, including meetings with building staff or may involve review of previously developed written documentation. The PB&SC will create a written narrative for each project scope and determine whether professional consultants and/or construction trades are necessary to plan and/or implement the work.

The PB&SC will establish a preliminary budget for each project utilizing industry standards and proprietary benchmark construction cost data, creating high/low budgets and/or cash flow analyses, as appropriate. The PB&SC will establish a preliminary timeline for each project through implementation and close-out and will develop an integrated timeline for all proposed projects during the proposed period.

The written scope(s) and preliminary budget(s) will be reviewed and adjusted in collaboration with the Director of Facilities. The PB&SC will review and approve project budgets; the integrated project plan and overall budget will be submitted to the Superintendent and Board of Education for review and approval. The completed project plan and budget can then be submitted as part of the CIP process or BOE budget.

The PB&SC will retain a project management consultant (PM) to assist in the development of the tasks listed under Phase A above and to facilitate the work of all subsequent phases.

PHASE B – PROJECT IMPLEMENTATION

Once the project scope and budgets have been approved, the *Design, Bidding and Award, and Construction Phases* will commence. Services during this phase will vary by individual project type and size. For larger, more complex projects that require professional services (architects, engineering, etc.), the PB&SC will develop and issue RFPs for professional services (Project Type A). For projects requiring only product procurement, the PB&SC will assist the District Purchasing Agent by developing RFPs for product price quotes (Project Type B). And for minor renovation projects with clearly defined scope, or for the construction of Project Type A above, the PB&SC will develop RFPs for construction bidding and pre-qualify a short-list of contractors (Project Type C).

For all projects, the PB&SC will approve RFPs for release after review by the Town / District Purchasing Agents. On behalf of the PB&SC, the PM will manage the RFP process by issuing any clarifications or addendum, conducting pre-bid walk-thrus, and reviewing RFP responses for compliance with RFP requirements. The PM will tabulate and level all price proposals and will make a recommendation to PB&SC and Town / District Purchasing Agents as to contract award. Once the PB&SC has approved the award, the PM will work with the Town / District Purchasing Agents and Attorney regarding form of contract award and notification.

During the subsequent *Implementation Phase* for each project, the PB&SC would provide the following oversight:

Project Type A – Professional Services

- Monitor and coordinate the work of all consultants
 - Establish a project schedule and identify deliverables
 - Ensure communications with school and district staff
 - Report periodic progress
- Ensure involvement of the Director of Facilities in all decisions and reports
- Provide reports and presentations to the Superintendent and/or BOE, as appropriate
- Review and recommend approval of all consultant invoices

Project Type B – Product Procurement

- Confirm documentation for product pricing and make recommendation to the District Purchasing Agent for issuance of Purchase Orders
- Track all costs and review against approved budget
- Establish delivery and installation schedule and coordinate with District Facilities
- Review and recommend approval of invoices

Project Type C – Construction/Renovation

- Coordinate scope review meetings with awarded contractor
- Establish project timeline with the contractor and monitor critical path and project deadlines
- Track all costs and review against approved budget
- Participate in project punchlist activities and project close-out together with District Facilities
- Review and recommend approval of all requisitions

During all phase of each project the PB&SC will work closely with the District Director of Facilities to ensure compliance with all District policies and standards. All project documentation will be submitted to and reviewed by district staff as appropriate and all final decisions regarding contractual issues and payment approvals will reside with the District. All services provided to the District by the PB&SC will be completed in a manner that augments District staff efforts and facilitates successful project implementation.



**Newtown Public School District, Capital Projects
Public Building & Site Commission**

March 25, 2014

ANNUAL COMPILATION OF DISTRICT PROJECTS (or periodically, as to be determined)

- Meet with District Director of Facilities (DF), Superintendent and BOE
 - Receive/review list of potential renovation projects
 - Prior to this meeting, DF to have received from each school a list of proposed renovation projects; DF to have conducted site visit to confirm work requested
 - DF and PB&SC to collaborate on determining priority list and integrated timeline
- PB&SC finalizes list of projects for preliminary review and authorization to proceed

PRE-APPROVAL PLANNING FOR EACH PROJECT

- PB&SC establishes Scope of Work for each project
 - Conduct on-site assessment, mtgs with building staff
 - Receive copies of all previous documentation
 - Meet with principal and/or custodial staff
 - Create written narrative and determine all consultants and trades necessary to implement work
- PB&SC establishes preliminary Budget for each project
 - Create high/low budget
 - Create cash flow analysis
- PB&SC establishes Timeline for each project, through close-out
 - Create integrated timeline for all proposed projects

PRELIMINARY APPROVALS

- Review scope and budgets with Director of Facilities, Superintendent and BOE
- Approve scope and budgets
- Present plan and budget to Director of Finance, Superintendent and/or BOE as required

PROJECT BIDDING AND AWARD

- Depending on the type of individual project, PB&SC to
 - For larger, more complex projects that require professional services (architects, engineering, etc.) – Develop RFPs for services and identify short list of potential consultants (Project Type A)
 - For projects requiring only product procurement – Develop RFPs for soliciting product price quotes and identify potential product manufacturers or distributors (Type B)
 - For minor renovation projects with clearly defined scope or for the construction of Project Type A above – Develop RFPs for construction bidding and identify short list of contractors pre-qualified for town projects (Type C)
- PB&SC to issue RFPs
- PB&SC to manage receipt of RFP responses



- Issue any clarifications or addendum
- Conduct pre-bid walk-thrus as needed
- Review responses for compliance with RFP requirements
- Tabulate and level price proposals
- Make recommendation to the Purchasing Agent for contract award
- PB&SC will work with the Purchasing Agent and/or Attorney regarding form of contract award

PROJECT IMPLEMENTATION

Project Type A – Professional Services

- Monitor and coordinate the work of all consultants
 - Establish project schedule and deliverables
 - Facilitate communications with school and district staff
 - Report periodic progress to PB&SC
- Ensure involvement of Director of Facilities in all decisions and reports
- Manage communications and presentations to the Superintendent and/or BOE, as appropriate
- Review and recommend approval of all invoices
- At the conclusion of any design/planning phase, and upon approval by the District, begin Project Type C tasks as outlined below

Project Type B – Product Procurement

- Confirm documentation for products and pricing and make recommendation to the District Purchasing Agent for issuance of Purchase Orders
- Track all costs and review against approved budget
- Manage communications with the Director of Facilities, Superintendent and/or school staff, as appropriate
- Establish delivery and installation schedule and coordinate with District Facilities
- Review and recommend approval of all delivery documentation and invoices
- Report periodic progress

Project Type C – Construction/Renovation

- Perform scope review meetings with District Facilities and awarded contractor
- Establish project timeline with the contractor and monitor critical path and project deadlines
- Track all costs and review against approved budget
- Manage communications with the Director of Facilities, Superintendent and/or school staff, as appropriate
- Participate in project punchlist activities and project close-out together with District Facilities
- Review and recommend approval of all requisitions
- Report periodic progress to the BOE
- Participate in project close-outs as required

All Projects

- Manage integrated project scheduling for all projects during a given period
- Provide continuous budget tracking and analysis for all projects, including cash flow projections