

**South Windsor Public Building Commission**  
**Minutes – Regular Meeting – November 12, 2014**

Members Present: Howard (Hap) Fitts, Ken Jeski, Carol Kelley, Charley Lyons, Jim Neary, Tim Wentzell and Edward O'Connell

Also Present: SWPS Representatives Kate Carter, Patrick Hankard, Daniel Hansen and Mike Tortora; Strategic Building Solutions Representatives Marc Sklenka and Chuck Warrington, and Drummey Rosane Anderson Representative Jim Barrett.

Chairman Fitts called the meeting to order at 6:35 PM.

Approval of Minutes

A motion was made by Mr. Lyons, seconded by Mr. Jeski to approve the minutes of the October 8, 2014 and October 22, 2014 meetings as presented. Motion passed unanimously.

Owner's Project Manager Report

Mr. Warrington provided the commission with an update on activities since the October 22 meeting.

- Received qualification statements from 13 Construction Management firms,
- Working group meetings have been held every week with representatives from the town's planning & zoning, fire, police and public works joining the meeting today,
- The PBC, SBS and administration joined DRA on a tour of West Bristol School today,
- The working group has been discussing LEED vs. High Performance standard.

Mr. Barrett reviewed the conceptual plan of the "D" scheme and described design changes that have been made since the commission's approval of the "D" scheme.

Discussion and Possible Action Regarding Responses to RFQs for Construction Manager

Mr. Sklenka advised the commission that the RFQ for Construction Manager services was issued mid-October with responses due on October 31<sup>st</sup>. He noted the quantity and quality of firms who submitted qualifications was impressive. He advised that a working group of the PBC, including Hap Fitts, Charley Lyons and Ed O'Connell met with he and Chuck Warrington to review the qualification packets received. In addition, he and Chuck met with Dr. Carter and Patrick Hankard to review the qualification packets as well.

Mr. Warrington distributed a spreadsheet to commission members containing the thirteen respondents and the set of criteria reviewed. The criteria included the following categories: OSF Experience, Similar Projects, DAS Certificate, Office Project to be Served From, Major Contractor License, Provided All Requested Information, SBS Experience and DRA Experience. Mr. Sklenka reviewed each of the thirteen respondents and offered feedback regarding each as it related to the criteria and responded to commission member questions.

A motion was made by Mr. Neary, seconded by Mr. Jeski that on the basis of the responses to the RFQ, to request proposals for Construction Manager-at-Risk for the Orchard Hill Elementary School from the

following firms: O & G Industries, Downes Construction Company, LLC, Gilbane Building Company and Fusco Corporation.

Discussion: Mr. Wentzell requested guidance from Mr. Sklenka as to whether those four firms would have been chosen by SBS, to which Mr. Sklenka indicated that he would agree with the firms chosen.

Motion passed unanimously.

#### Approve RFP for Professional Cost Estimator

Mr. Warrington suggested interviewing the four firms on December 3 in order to be able to bring the company on board for the schematic design estimate. By signing the contract, the commission would avoid having to hire an estimator for the design phase which could save \$12,000-\$15,000. He stated that if the firm is not under contract by December 18, the commission would be required to go out to RFP for an estimator. Mr. Sklenka added that if the commission does not have the CM on board, having another independent estimator is critically important and that SBS was seeking the commission's approval to go out to RFP as a contingency only. He noted that although it is desirable to have the CM provide the estimate, the commission would need to be prepared if that was not able to happen.

A motion was made by Mr. Neary, seconded by Mr. Jeski to approve the issuance of a Request for Proposals (RFP) for a Professional Cost Estimator to represent the Town in conjunction with the Orchard Hill Elementary School project, as a contingency. Motion passed unanimously.

#### Approve High Performance Building Standard as energy model for design in lieu of LEED Silver

SBS provided the commission with information regarding LEED Silver versus High Performance Building Standard for the Orchard Hill School. They reviewed the differences as well as the financial implications. Jim Barrett also provided the commission with information regarding his experience with projects. Following additional discussions, the following motion was made:

A motion was made by Mr. Neary, seconded by Mr. Jeski to approve High Performance Building Standard as the sustainability path, versus LEED certification, for the Orchard Hill Elementary School project. Motion passed unanimously.

#### Meeting Planning

Mr. Warrington reviewed the upcoming meeting schedule and Mr. Fitts suggested that the PBC move its meetings to the Board of Education offices at 1737 Main Street in Room 303 in order to provide for more room for the meetings as well as to use the technology that is available. The commission members agreed.

Mr. Sklenka noted that early-to-mid-December would be a good opportunity to hold a public forum for abutters of the Orchard Hill property in order to provide them with information regarding the project. Dr. Carter noted that she had discussed obtaining a listing of abutters from Michele Lipe, Town Planner, in order to send out an invitation. Mr. Neary suggested that the letter should come from the PBC and should be specific regarding the purpose and what will be discussed. Mrs. Kelley noted that the forum would be a great idea and could soothe concerns of neighbors prior to the planning & zoning process. It was suggested that the meeting be held on December 15 at Orchard Hill.

A motion was made by Mr. Neary, seconded by Mr. O'Connell to schedule a meeting on December 15 at 6:30 PM with neighborhood residents of the Orchard Hill School. Motion passed unanimously.

Approval of Invoices

On a motion made by Mr. Neary, seconded by Mr. Jeski, the following invoices were approved for payment.

- Invoice No. 13057 from Strategic Building Solutions in the amount of \$6,766 representing professional services from September 29, 2014 to October 26, 2014.
- Invoice No. 02 to Drummey Rosane Anderson, Inc. in the amount of \$34,663.50 representing professional services from October 1, 2014 to October 31, 2014.

Motion passed unanimously.

Prior to adjournment, Dr. Carter advised the commission that on November 10 she received a letter from the Department of Administrative Services, Division of Construction Services stating that the Orchard Hill project was placed on the December 15 priority list for consideration by the Governor and General Assembly.

Adjournment

On a motion made by Mr. Neary, seconded by Mr. Jeski, the meeting was adjourned at 7:30 PM. Motion passed unanimously.

Respectfully submitted,

Ann Walsh  
Clerk