

South Windsor Public Building Commission Minutes – Regular Meeting – January 14, 2015

A regular meeting of the Public Building Commission was held on January 14, 2015 in Room 303 at Ellsworth School, 1737 Main Street. The following people were in attendance:

Members Present: Howard (Hap) Fitts, Carol Kelley, Jim Neary, Charley Lyons & Edward O'Connell

Also Present: SWPS Representatives, Patrick Hankard & Daniel Hansen, Strategic Building Solutions Representatives Marc Sklenka and Chuck Warrington, Drummey Rosanne Representative Scot Woodin and Gilbane Representative Karie Kratz.

Chairman Fitts called the meeting to order at 6:40 PM.

A motion was made by Jim Neary, seconded by Ed O'Connell to adjourn to executive session to discuss a resignation letter and the minutes. Motion passed unanimously.

The commission adjourned the executive session at 7:00 PM.

Approval of Minutes

Mrs. Kelley requested that the minutes of the December 11 be changed to reflect that she was not in attendance.

Mr. Neary commented on the December 17 meeting and requested that it be reflected that a motion was not made regarding the RFQ for the commissioning agent and that one should have been made. He continued to note that the minutes reflected that there was "general consensus" of the commission to move forward with an RFQ, to which he indicated that he was not in consensus. Chairman Fitts requested those in favor to approve. There were no objections. The minutes were approved by consensus.

Owner's Manager Report: Update of Orchard Hill School Project Budget

Mr. Sklenka distributed a PowerPoint presentation to the commission members and reviewed the history of the budget development and how Strategic Building Solutions manages the budget on behalf of the Town of South Windsor. He provided information on the contractors responsible for overseeing certain aspects of the budget, noting that the owner, the Public Building Commission, maintains responsibility for the entire budget, for which they have tasked Strategic Building Solutions to manage. He advised that the total project budget is \$33,521,724, constituting six major categories. He advised that the architectural budget was estimated at \$2.643 million (or 10% of the overall budget) which was bid by Drummey, Rosane, Anderson at \$1.540 million. He noted that services added to the DRA contract at prior PBC meeting for a Phase I & II environmental study and threatened and endangered species study totaled \$130,180, resulting in total architectural fees of \$1.671 million. This provided for a budget savings from the architectural fees of \$972,000 in the project. He reviewed the reallocation of budget savings

within the project and summarized that the total project budget remains at \$33,521,724 and that it has not changed.

Mr. Sklenka reviewed the management tool and method that SBS utilizes to track and monitor the budget costs. He advised that once a month SBS will reconcile with both the Director of Finance and Operations at the school as well as to the general ledger at the Town. SBS will then report to the PBC on a monthly basis and will distribute a document reflecting the current budget information. Mr. Sklenka noted that in the future it would be beneficial as the project progresses to have a financial working group of the PBC to review invoices and change orders which would be brought to the entire PBC for its approval, noting that it is typical on public school projects. He also noted that the weekly working group meetings currently being held will eventually cease. Mr. Neary requested clarification from Mr. Sklenka as to the purpose of the current working group meetings given that there have been some false impressions about them. He noted that there are not minutes taken because there doesn't need to be and that at the working group the PBC members are not approving anything, but providing input, which the commission was agreeable to in the beginning. Mr. Sklenka confirmed that PBC level decisions are always made at the PBC meetings and that no PBC level decisions are made at the Wednesday working group meetings. He advised that in most instances there are two to three members present, but that there is never a quorum.

Mr. Neary also inquired whether the schematic drawing provided to the PBC represents the \$33.5MM, to which Mr. Sklenka confirmed that the \$33.5MM includes everything, however, noting that the schematic design was provided to Gilbane and DRA estimators who are reconciling the costs. Following that reconciliation cost reduction options will be reviewed at working group meetings and brought back to the PBC for its decision as to what features can be afforded. Mr. Warrington noted that over the holiday break a thorough review of the schematic design was done and that input provided regarding the design from administration and PBC members have been logged into a list including 118 comments to which DRA will respond to each of the comments.

Mr. Neary noted that he had stated from the beginning that the products should be American made and nothing else, to which Mr. Sklenka agreed.

Mr. Warrington advised that on January 30 DRA, SBS & Gilbane will complete the reconciliation of estimates for the project and that at the February 11 PBC meeting would be prepared to make recommendations for value management. Mr. Neary requested that throughout the project the commission not be given information on the same night that they are expected to vote. Mr. Warrington suggested that the commission may want to hold a special meeting on February 4 for the purpose of hearing the recommendations and vote at the February 11 meeting.

RFP for Commissioning Agent

Mr. Warrington and Mr. Sklenka left the meeting for this discussion as they will potentially be a bidder.

Mr. Hankard distributed a draft RFQ/P for commissioning services agent for the commission's review and advised that Attorney Markowicz had approved the document. He reviewed a

proposed timeline for this RFP which would be to advertise on January 21 and open and read the bids at 11:00 AM on February 4 and distribute the information to the commission at its proposed special meeting on February 4, with a decision being made by the commission at its February 11 meeting. He noted that he was seeking commission member comments by January 19 or 20. Mr. Neary questioned the timeliness of this bid, to which Mr. Hankard advised that there is no hurry, but that it has been stated that the sooner the agent is brought on board during the design phase, the better for the project.

Mr. Neary stated his concern with the number of meetings scheduled and suggested that the commission meet only on February 11 to review the cost reductions, voting to approve at the March 11 meeting. Mr. Hansen invited SBS representatives back into the meeting to comment on the timeline. Mr. Sklenka indicated that SBS is trying to maintain the schedule and have an accurate site estimate for the design phase. He also noted that the PBC would have to make a decision on the cost reduction options in order for the design team to move forward and that by waiting until the March 11 meeting, they would lose a month. Mr. Neary suggested that the commission meet on February 11 and if a decision could not be reached, schedule another meeting one week later for a decision. Mr. Neary polled commission members and there were no objections. Due to the fact that the commission would not meet on February 4, Mr. Hankard indicated he would postpone the bid opening for the commissioning services agent until the February 11 meeting.

Approval of Invoices

A motion was made by Mrs. Kelley, seconded by Mr. O'Connell to approve the following invoices:

- Invoice #13336 from Strategic Building Solutions, in the amount of \$6,914 representing contracted services from 11/24/2014 through 12/28/2014
- Invoice #04 from Drummey, Rosane, Anderson in the amount of \$138,361.50 representing contracted services from December 1, 2014 through December 31, 2014.

Motion passed unanimously.

Adjournment

On a motion made by Mr. Neary, seconded by Mr. O'Connell the meeting was adjourned at 8:20 PM.

Respectfully submitted,



Ann Walsh
Clerk