Agenda Farmington High School Building Committee Special Meeting Wednesday, May 8, 2019 Farmington High School Library 5:00 PM

- A. Call to Order.
- B. Pledge of Allegiance.
- C. Public Comment.
- D. Minutes.
 - 1) To approve the attached April 24, 2019 minutes.
- E. Presentations.
 - 1) Elections Enforcement- Presented by the Town of Farmington Attorney.
- F. Reports.
 - 1) Professional Partners Subcommittee.
 - 2) Site Evaluation Subcommittee.
 - 3) Communications Subcommittee.
 - 4) Financial Subcommittee.
 - 5) Town Council Liaisons.
- G. New Business.
 - 1) To approve the attached score sheet for the Owner's Representative RFP.
 - 2) To review the May- August 2019 Proposed Schedule.
 - 3) To approve the 2019 Meeting Schedule.
- H. Adjournment.
- cc: Committee Members
 Paula Ray, Town Clerk
 Interested Parties

MOTION: Agenda Item D-1

To approve the attached April 24, 2019 minutes.

/Attachment

Minutes Farmington High School Building Committee Wednesday, April 24, 2019 Farmington High School Library 5:00 PM

Present:

Meg Guerrera, ChairKathy Blonski, Town ManagerJohnny CarrierKathy Greider, SuperintendentSharon MazzochiScott Hurwicz, FHS Principal

Ellen Siuta Vince La Fontan, School Business Administrator

Chris Fagan Tim Harris, Director of School Facilities

Garth Meehan Paul Cianci, Town Council Liaison
Michael Smith Beth Kintner, Town Council Liaison

Kathryn Krajewski, Clerk of the Committee

Absent (Excused):

None

A. Call to Order.

The chair called the meeting to order at 5:00 P.M. and the committee members stood for the Pledge of Allegiance.

B. Public Comment.

Jay Tulin, 39 Timberline Drive, address the committee on behalf of the Human Relations Commission, as they have discussed how they can be involved in the process. One suggestion is working with the "friends program," which is a peer leader group to brainstorm ideas and provide valuable input to the process.

Inez St. James, 11 Brightwood Road, is the Friends of Music President and expressed the concerns with the auditorium including acoustic and ADA compliance issues. She stressed the importance of the auditorium for the size and importance of the music program at Farmington High School.

Matt Hutvagner, 4 Deepwood Road, said that it was great to see the project begin again. He stressed the importance for a comprehensive solution that addresses the Statement of Needs. He says Farmington needs a facility that students, residents and taxpayers expect and can take pride in.

Marcus Fairbrother, 12 Candlewood Lane, thanked the committee and wished them luck. He said he looks forward to a comprehensive solution for Farmington High School.

Nancy Nickerson, 45 Farm Ridge Drive, thanked the committee members for

volunteering their time to be on the committee. She informed the committee that is a long process, but the result is so important to the community.

Pam Fisher, 5 Jules Court, Unionville, appreciates all the committee members and the work of the previous building committee in 2016 and 2017. While she is no longer with the friends of music and does not have children in the school system, she is still a taxpayer. She reviewed some of the facility issues including lunch times and ADA accessibility issues in the library and the auditorium. She stressed that the public needs to be made aware of all these issues. She emphasized that it is disgraceful that this facility is not in compliance.

C. Chair Remarks and Introductions.

Meghan Guerrera, Chair, welcomed the members of the committee and thanked them for offering their time and talents to serve on the FHS Building Committee. She told the committee that they will be focusing on a thoughtful timeline, collaborative and cohesive work efforts, and working towards the collective mission of a comprehensive building project proposal for Town Council's review and approval. She also told the committee that by responsibilities and expectations will be clearly defined so we can work together to reach our mission.

D. New Business.

1) To review and adopt the attached Rules of Procedure.

Upon a motion made and seconded (Guerrera/Mazzochi) it was unanimously VOTED: to adopt the attached Rules of Procedure.

2) To review a brief history of the Farmington High School Building Project.

Motion was made and seconded (Guerrera/Mazzochi) to review a brief history of the Farmington High School Building project.

Kathy Blonski, Town Manager, and Kathy Greider, Superintendent of Schools reviewed a brief history of the Farmington High School Building Project from 2013- present day. A copy of the flowchart is recorded with these minutes as Attachment A and will also be posted on the Building Committee's website. After review of the flowchart, a question was asked of the worst-case scenario for accreditation of Farmington High School. The response was that if the facility further impacts programming, accreditation is an issue.

3) To review the Farmington High School Building Committee Charge and process.

Motion was made and seconded (Guerrera/Carrier) to review the Farmington High School building committee charge and process.

Kathy Blonski reviewed the flowchart that was created to illustrate the charge of the FHS Building Committee. A copy of the flowchart is recorded with these minutes as Attachment B.

4) To discuss and take action on the roles, responsibilities, and expectations of all FHS Building Committee members.

Motion was made and seconded (Guerrera/Meehan) to discuss the roles, responsibilities, and expectations of all FHS Building Committee Members.

The committee reviewed the "FHS Building Committee Expectations and Responsibilities" document that includes participation expectations, engagement expectations, and outlines roles, and Phase 1 responsibilities for all members. A copy of the document has been recorded with these minutes as Attachment C. The committee had general discussion regarding the document and decided to implement the following changes:

- Add "act as a champion for the project" to Committee Chair and Board of Education members
- Add new State Representative

Upon a motion made and seconded (Guerrera/Carrier) it was unanimously VOTED: to approve the document as amended.

5) To review the Farmington High School Facility and Financial Ad Hoc Committee Checklist.

Motion was made and seconded (Guerrera/Carrier) to review the Farmington High School Facility and Financial Ad Hoc Committee Checklist.

Kathy Blonski reviewed each section of the FHS Facility and Financial Ad Hoc Committee recommendations checklist. Meghan Guerrera added that the checklist will be a tool for task level tracking for the subcommittee and the full committee. After general discussion from the committee, it was decided that a column will be added to track each item to ensure each recommendation receives full consideration.

6) To discuss the overall communication vision for the FHS Building Project.

Motion was made and seconded (Guerrera/Meehan) to discuss the overall communication vision for the FHS Building Project.

The committee had general discussion regarding the communication vision for the FHS Building Committee. The communication for the committee needs to be clearly defined, concise, and work needs to be done immediate, which is why a communication subcommittee was established. Meghan Guerrera described that a document will be created to outline content, audience, delivery method, and delivery timing, so that every member of the building committee is on the same page and can deliver the committee's message/have an "elevator speech" prepared.

It was also requested that the committee receive a presentation on elections enforcement, so the rules and regulations are understood early in the process. The potential of having these meetings recorded, either through Nutmeg TV or other means, was also discussed.

7) To establish the following subcommittees:

- 1. Communications
- 2. Financial
- 3. Site Evaluation
- 4. Professional Partnership

Motion was made and seconded (Guerrera/Meehan) to establish subcommittees for Communications, Financial, Site Evaluation and Professional Partnership.

The committee had general discussion regarding these subcommittees, and it was noted that the responsibilities of each subcommittee is included in the "FHS Building Committee Expectations and Responsibilities" document. Members of the FHS Building Committee volunteered for at least one subcommittee.

The communications subcommittee consists of the following members:

- Meghan Guerrera
- Sharon Mazzochi
- Ellen Siuta
- Town and Board of Education Staff

The financial subcommittee consist of the following members:

- Meghan Guerrera
- Sharon Mazzochi
- Michael Smith
- Town and Board of Education Staff

The site evaluation subcommittee consists of the following members:

- Meghan Guerrera
- Johnny Carrier
- Chris Fagan

- Garth Meehan
- Town and Board of Education Staff

The professional partnership subcommittee consists of the following members:

- Meghan Guerrera
- Johnny Carrier
- Michael Smith Garth Meehan
- Town and Board of Education Staff

Upon a motion made and seconded (Guerrera/Mazzochi) it was unanimously voted to establish the subcommittees.

8) To review and approve the attached draft RFP for Owner's Representative.

Motion was made and seconded (Guerrera/Smith) to review and approve the draft RFP for Owner's Representative Services.

Kathy Blonski reviewed the RFP document and explained that much of the content was based off the Owner's Representative RFP from the previous building committee. It was made clear that this is not a typical RFP for Owner's Representative Services, as it is to assist the committee in pricing the options provided by the architect(s). The committee had general discussion regarding the draft RFP. It was suggested to change the date question responses are due to 5/8/2019, to give more time to formulate answers and respond. The committee also discussed the request for fee schedules for subsequent phases in the project (pre-referendum services and the construction phase of a project). Regarding the fee schedule for the construction phase, it was decided to let the professional partnership subcommittee create parameters and guidelines for that specific question, so that those bidding on the project will have comparable fees.

Upon a motion made and seconded (Guerrera/Carrier) it was unanimously VOTED: to approve the Owner's Representative RFP as amended and to include the amended guidelines specific to 11-B of Section IV: Proposal/Qualification Submission Requirements into the RFP upon approval by the professional partnership subcommittee.

9) To establish the upcoming meeting schedule.

Motion was made and seconded (Guerrera/Siuta) to review the upcoming meeting schedule.

The proposed meeting schedule, as listed in the agenda packet, was reviewed by the committee. The committee intends to meet every

other Wednesday at 5:00 PM for business meetings. Meetings that require public participation will be held at 7:00 PM. The upcoming meeting schedule is as follows:

May 8, 2019 at 5:00 PM

May 22, 2019 at 5:00 PM

June 5, 2019 at 5:00 PM

June 19, 2019 at 5:00 PM

July 10, 2019 at 5:00 PM

July 24, 2019 at 5:00 PM

Upon a motion made and seconded (Guerrera/Mazzochi) it was unanimously VOTED: to approve the upcoming meeting schedule.

E. Adjournment.

Upon a motion made and seconded (Guerrera/Mazzochi) the meeting adjourned at 6:50 PM.

Respectfully Submitted,

Kathryn Krajewski Clerk of the Committee

A BRIEF HISTORY OF THE

FHS BUILDING PROJECT



2013

- May- Acentech Acoustic Study Completed, per BOE request
- November- Auditorium Study Completed, per BOE request

2014

 April- Compliance Review conducted by the Office of Civil Rights (this review is completed every 10 years)

2015

- January- TECTON FHS Facility Review, per BOE request
- **April** BOE approval of Statement of Needs
- May- University of Hartford Acoustic Study, per BOE request

2016

- January- FHSBC appointed & TC approval of Statement of Needs
- February- NEASC Review & Report published (this review is completed every 10 years)
- July- FHSBC selected architect, Kaestle Boos Associates
- September- Community Visioning Day
- October- FHSBC selected Owner's
 Representative, Colliers International and
 Construction Manager, O& G Industries
 Inc.
- November-Draft concept designs reviewed by Committee/ FHSBC website and Facebook page launched
- December- Community Meeting held 12/8.
 architect finalized 3 conceptual drawings

2017

- January- 3 Conceptual options presented with pricing to FHSBC, committee voted to re-evaluate options A and D and remove C
- February- Conceptual options for A1 and
 D1 reviewed and voted to receive pricing
- March-FHSBC voted to begin schematic design drawings for option D1, Community Meeting held 3/30
- April- Schematic design package complete
 & cost estimating started
- May- FHSBC approved schematic design package and cost estimate, BOE and TC approved project
- June- Town Meeting and Referendum,
 Referendum failed

2018

- May- TC appoints two Ad Hoc Committees
- October- FHS Survey administered
- November- Survey Results Presented to Committee, Joint Meeting held with both Ad Hoc Committees

Acronyms:

BOE- Board of Education
FHS - Farmington High School
FHSBC- FHS Building Committee
NEASC: New England Association of
Schools and Colleges

Schools and Colleges **TC**- Town Council

2019

- January- Joint TC and BOE meeting to approve the findings and recommendations from the Ad Hoc Committees, BOE approves new Statement of Needs
- of Needs

 February- Town Council Approves the new
- Statement of Needs
 March- Town Council appoints new FHSBC
 to complete Part I of the charge

Appoint & Charge FHS Building Committee

Part I

RFP PROCESS-ARCHITECT

Architects to provide a price to give the committee initial design concepts for conceptual solutions that address the statement of needs and provide enough information for an Owner's

Representative/Value

Engineering Professional to price.

RFP PROCESS-OWNER'S REPRESENTATIVE/VALUE ENGINEERING PROFESSIONAL

Owner's
Representative/Value
Engineering Professional to
provide a price to prepare
pricing for each of the
architect's initial design
concepts for conceptual
solutions of FHS.

Committee shall review the approved statement of needs, FHS survey, previous building committee information, Town of Farmington financial impact and forecasting documents, and other reference documents as needed, in preparation for the proposal of a comprehensive building project.

Committee should create an RFP for Owners Representative/ Value Engineering Professional to prepare pricing for option.

Committee should create an RFP for multiple architect firms to create initial design concepts for conceptual solutions for the following:

- 1. Maintaining the current FHS facility;
- 2. Renovation in the existing footprint of FHS (including renovate, renovate with additions, renovate as new, etc.); and
- 3. Completing a new building option on the existing FHS site and other locations.

Committee short lists and selects two architect firms.

Committee selects Owners Representative/ Value Engineering Professional.

Attachment

Architects present options & Owners Representative/Value Engineering Professional presents pricing for each option to Committee/

Committee presents options to Town Council (with pros and cons for each option), who have the exclusive authority on the overall project scope and cost of the project.

Part II

Town council re-charges Building Committee with an overall project scope & range of the net municipal cost.

Committee Completes Phase 1, Preliminary Plan Development, per §53-4(B) of Town Code.

Town Meeting/Referendum

If approved, Committee completes Phase 2, Final Design Development, per §53-4(C) of Town Code.

FHS Building Committee Expectations and Responsibilities

Participation Expectations:

• Ensure effective planning

• A committee member must actively participate in the overall planning process and assist in implementing and monitoring the plan's goal.

• Ensure legal and ethical integrity

 A Committee member is ultimately responsible for adherence to legal standards and ethical norms.

• Enhance the committee's public standing

 A committee member should clearly articulate the committee's mission, accomplishments, and goals to the public and garner support from the community through advocacy.

Duty of Care

• A committee member owes the duty to exercise reasonable care when he or she makes decisions as a steward of the committee.

• Duty of Loyalty

o A committee member can never use information obtained as a member for personal gain but must act in the best interests of the committee.

Duty of Obedience

 A committee member must remain faithful to the committee's mission. They are not permitted to act in a way that is inconsistent with the central goals of the committee.

Engagement Expectations:

- Listen, analyze and think clearly and creatively
- Work well with people individually and in a group
- Share the time; do not monopolize the discussion and allow others the time they need to share their perspective
- Prepare for and attend committee meetings
- Ask questions, take responsibility and follow through on given assignments
- Look for opportunities to develop skills you might not possess
- Possess sensitivity and tolerance to differing views
- Act with integrity and a sense of values

Roles	Member	Phase 1 Responsibilities (Through Referendum)
Town Council	All elected members	 Communicate the charge to the building committee based on the approved Statement of Needs Review the building committee conceptual design options and determine the overall project scope and the net municipal cost Select a site for the construction Review and approve schematic drawings and costs Approve the schematic option for referendum Act as champions for the project
		Align communications with the Building Committee strategic messaging and plan
Board of Education	All elected members	 Provide the Statement of Need to Town Council Approve the site location for the project Approve the Educational Specifications Approve the schematic option prior to referendum Align communications with the Building Committee strategic messaging Act as champions for the project
Town Manager	Kathy Blonski	 Provide guidance to the Building Committee regarding building project procedures Manage financials for the Building Committee Align Town staff support as necessary Execute contracts and payments for professional services related to the FHS Building Project Align communications with the Building Committee strategic messaging Act as a champion for the project
Superintendent	Kathy Greider	 Provide guidance to the Building Committee regarding educational building project procedures Provide guidance to the Building Committee regarding alignment with the approved Statement of Needs and any additional studies In collaboration with the Assistant Superintendent, FHS Principal and the Architect, create and present the Educational Specifications Align communications with the Building Committee strategic messaging Act as a champion for the project
Voting Resident	Johnny Carrier Sharon Mazzochi Garth Meehan Michael Smith	 Review all relevant documentation related to the Building Committee Select Owner's Rep and Architects Present conceptual design options to Town Council Present schematic option to Town Council for referendum approval Attend scheduled Building Committee Meetings Participate in at least one sub-committee Align communications with the Building Committee strategic messaging Act as a champion for the project

Role	Member	Phase 1 Responsibilities (Through Referendum)
Committee Chair	Meghan Guerrera	 Presides at meetings Makes official communications on behalf of the committee Works with Building Committee Members to drive progress toward charge completion Act as a champion for the project All Voting Resident responsibilities
Board of Ed Member	Chris Fagan Ellen Siuta	 Communicate committee status back to the Board of Ed Communicate any questions/concerns expressed by the Board of Ed to the committee Act as champions for the project All Voting Resident Responsibilities
Town Council Liaison	Paul Cianci Beth Kintner	 Communicate committee status back to Town Council Communicate any questions/concerns expressed by the Town Council to the committee. Align communications with the Building Committee strategic messaging Act as a champion for the project
FHS Principal	Scott Hurwitz	 Provide committee support as necessary Align communications with the Building Committee strategic messaging In collaboration with the Superintendent, Assistant Superintendent and the Architect, create and present the Educational Specifications for the purpose of state-level reimbursement Act as a champion for the project
FPS Business Administrator	Vince LaFontan	 Provide committee support as necessary Work in collaboration with the Architect, Owner's Representative, etc. to meet, communicate and collaborate with DAS for the purpose of state-level reimbursement Act as a champion for the project
FPS Dir of Facilities	Tim Harris	 Provide committee support as necessary Work in collaboration with the Architect, Owner's Representative, etc. to meet, communicate and collaborate with DAS for the purpose of state-level reimbursement Act as a champion for the project
Clerk of Committee	Kathryn Krajewski	Filing of approved minutes with the Town ClerkCommittee document management
Town Planning & Zoning	Appropriate members	Review and approve the completed schematic drawings
State Legislative Reps	Gennaro Bizzarro Mike Demicco Derek Slap Tammy Exum	 Provide support regarding state funding options Align communications with the Building Committee strategic messaging Act as a champion for the project

^{*}Responsibilities of hired professional services will be included in the negotiated contact details

^{*}Phase 2 responsibilities will be added prior to the start of the phase

FHS Building Committee Sub-Committees

Sub-Committees	Member	Responsibilities
Communications		Define a strategic communications plan
Committee		Define strategic messaging
		Identify and implement communication methods
		Coordinate communications with Town Council and Board of Ed
		Manage community outreach efforts
		Provide committee updates as required
Partner Selection		Create RFP Documents
Committee		Create Rating Forms
		Schedule interviews
		Manage partner relationships
		Create contract specs as required
		Provide Committee updates as required
Site Committee		Research possible alternate site options
		Identify and document site constraints and benefits
		Provide committee updates as required
Financial Committee		Communicate debt schedule
		Manage state funding process
		Work with state reps regarding state reimbursement
		Review BOE Capital Improvement Plan
		Provide committee updates as required

MOTION: Agenda Item G-1

To approve the attached score sheet for the Owner's Representative RFP.

NOTE: The score sheet was reviewed and approved by the Professional Partnership Subcommittee at their April 29, 2019 meeting. This score sheet was based off the Owner's Representative RFP as well as the score sheet from the previous building committee for Owner's Representative Services. This score sheet will be used by voting members of the FHS Building Committee to evaluate each of the firms that submit a proposal.

The Professional Partnership Subcommittee recommends approval of the score sheet by the FHS Building Committee.

/Attachment



TOWN HALL 1 MONTEITH DRIVE FARMINGTON, CONNECTICUT 06032-1053

INFORMATION ((860) 675-2300 FAX (860) 675-7140 "TOWN TALK" (860) 675-2301

RFP Rating Form Owner's Representative Services

Name of Firm:		
Criteria	Maximum Points	Firm Score
Demonstrated experience as an owner's representative or architect on projects similar in size and scope.	10	
Ability to work collaboratively with towns, school boards, building committees, architects and construction managers.	10	
Demonstrated the firms' approach to value Engineering Service and provided a timeline for the completion of the total project budget.	10	
Clearly articulates their approach to the proposal and demonstrates their understanding of the process.	10	
Successful project experience with state audits of completed projects.	10	
Clearly outlines firm's current and future workload and has the ability to provide this project the attention it requires.	10	
Provides a detailed fee proposal and scope of services to assist the Town in the planning process for Phase I of the Building Committee Charge, Pre-referendum services, and the construction phase of a Farmington High School Building Project.	10	
Total	70	
Prepared By:Printed Name of Committee Member		
Finited Name of Committee Member		
Signature of Committee Member:	Date:	



MOTION: Agenda Item G-2

To review the May- August 2019 Proposed Schedule.

NOTE: The attached calendar provides a proposed outline of the meeting schedules and committee workload over the next few months. FHS Building Committee staff will review the proposed schedule and answer any questions from the committee.

A planning document will be distributed and discussed at the meeting. The intent of this document is to track tasks and progress. The document will be updated collaboratively in Google Docs.

/Attachment

May 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6 RFP Question Deadline	7	8 RFP Question Reponses FHSBC Meeting Elections Enforcement Presentation/ Score sheet approval	9	10	11
12	13 Owners Rep. Proposals Due	14 Owner's Rep. Proposals Distributed to Committee w/ Score sheets	Committee Members Review & Score proposals	16	17	18
19	20	21 Submit score sheets to Kat by 4:30 PM	FHSBC Meeting- Approve Interview Questions and process/Select firms to interview	23	24	25
26	27	28	29	30	31	

June 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4 FHSBC Meeting- Interview (if needed)	5 FHSBC Meeting- Interview	6 FHSBC Meeting- Interview (if needed)	7 Send Award Letter	8
9	10 Owner's Rep to assist in finalizing draft RFP for architect	11	12	13	14	15
16	17	18	19 FHSBC Meeting- Approve Architect RFP	20	21	22
23	24 Post Architect RFP	25	26	27	28	29
31						

July 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8 RFP Question Deadline	9	RFP Question Responses FHSBC Meeting- Score sheet approval	11	12	13
14	Architect RFP Due **Timeline from this point forward depends on the due date of the Architect RFP.	Architect Proposals Distributed to Committee w/ Score sheets	Committee Members Review & Score proposals	18	19	20
21	22	23 Submit score sheets to Kat by 4:30 PM	PHSBC Meeting- Approve Interview Questions and process/Select firms to interview	25	26	27
28	29	30	31			

August 2019

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1	2	3
4	5	6 FHSBC Meeting- Interview (if needed)	7 FHSBC Meeting- Interview	8 FHSBC Meeting- Interview (if needed)	9 Send Award Letter	10
11	12	13	14	15	16	17
18	19	20	21 FHSBC Meeting	22	23	24
25	26	27	28	29	30	31

MOTION: Agenda Item G-3

To approve the 2019 Meeting Schedule.

NOTE: At the last meeting, the committee approved the meeting schedule through July 2019. Attached is the full 2019 meeting schedule.

/Attachment

Farmington High School Building Committee Meeting Schedule Farmington High School Library 5:00 PM

May 8, 2019 May 22, 2019

June 5, 2019

June 19, 2019

July 10, 2019

July 24, 2019

August 7, 2019

August 21, 2019

September 4, 2019

September 18, 2019

October 2, 2019

October 16, 2019

October 30, 2019

November 13, 2019

December 11, 2019