

Minutes are considered "DRAFT" until approved at next meeting.

Minutes  
Farmington High School Building Committee  
Professional Partnership Subcommittee  
Thursday, August 15, 2019  
Town Hall BOE Conference Room  
1:00 PM

**Attendees:**

Meg Guerrera  
Michael Smith  
Garth Meehan  
Johnny Carrier  
Paul Cianci, Town Council Liaison  
Beth Kintner, Town Council Liaison  
Kathy Blonski, Town Manager  
Kat Krajewski, Assistant Town Manager  
Devon Aldave, FHS Building Committee Intern  
Tim Harris, Director of School Facilities  
Mark Garilli, Construction Solutions Group  
Chris Cykley, Construction Solutions Group

**A. Call to Order.**

The meeting was called to order at 1:13 P.M.

**B. Minutes.**

**1) To approve the attached July 22, 2019 minutes.**

Upon a motion made and seconded (Meehan/Carrier) it was unanimously VOTED: to approve the July 22, 2019 minutes.

**C. Discussion of Overall Process.**

Meg Guerrera updated the subcommittee after a brief pause to receive clarity from the State and to identify any risks associated with our process. The subcommittee had general discussion around each of these items and discussed next steps and how to proceed through our process.

The main topics of discussion are as follows:

1. This is an unusual process.

It is an unusual process because we intend to engage two architects. The State has said that the conceptual design phase of this project will not be

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eligible for reimbursement as it does not align with their standard procurement process.

2. The RFP was modified to ask architects to design a new building option on both the municipal site and Westwoods golf course.

Designing a building at Westwoods Golf Course still has some unknowns with the required land swap. If two architects design at Westwoods Golf Course and the land swap does not pan out or it turns out to be a long drawn out process, this may not be a viable option any longer. The State also felt we would be pigeon-holing ourselves into one location, and suggested we request a new building option on both sites. As a result, it was decided that we will receive new design options from the architect(s) on both the municipal site and the Westwoods Golf Course site.

3. The fee schedule was removed from the RFP, and firms would be evaluated and short-listed based on qualifications.

Removing the fee schedule gives us an opportunity to create criteria that will provide guidance to the architects so they can provide accurate pricing that we can compare apples to apples. Once firms are short-listed, they will be asked to provide a fee proposal for all phases of the project. Because we intend to engage two architects, the fee may be more than what the building committee currently has in their budget. Once the fee proposals are submitted, our Town Council Liaisons, Meg Guerrera, and Owners Representatives will provide an update to the Town Council at their September 10, 2019 meeting to get clarity on our next steps.

#### **D. To Discuss Architect RFP and the Conceptual Design Criteria.**

Mark Garilli and Chris Cykley reviewed the draft conceptual design criteria with the Professional Partnership Subcommittee. It was the consensus of the subcommittee that the proposed criteria were acceptable and will be presented to the full committee at their meeting next Wednesday, August 21st. The draft conceptual design criteria document is recorded with these minutes as Attachment A.

#### **E. Review and Approval of Architect Interview Process.**

A draft document that includes the interview process and questions was distributed to the Professional Partnership Subcommittee. This document is recorded with these minutes as Attachment B. The committee decided, in the interest of time, to review the questions and send any edits to Kat via email before the full committee meeting on Wednesday, August 21st.

#### **F. Other Business.**

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None.

**G. Adjournment.**

Upon a motion made and seconded (Smith/Meehan) the meeting adjourned at 2:30 PM.

Respectfully Submitted,

Kathryn Krajewski, Assistant Town Manager



memorandum

**To:** Professional Partnership  
Committee  
**From:** Christopher Cykley  
**Date:** 08.15.19

**Re:** Farmington High School  
Conceptual Design Criteria  
DRAFT

**Remarks:** Conceptual Design Criteria:

Definition in AIA A133 CM-At-Risk-As-Constructor contract:

**§ 3.3.5** Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval and the Construction Manager's review. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

Suggested:

-Review all data furnished, including previous building design program, site, code, space and special Owner requirements.

-Include at a minimum the following disciplines:

- civil
- structural
- Mechanical
- Electrical

-Create or obtain lists of special building equipment and fixtures required by the Owner that may affect consultants' work

Prepare basic Concept Design documents to include:

-Site plan with diagrammatic indications showing horizontal relationships. Analysis of zoning, traffic pattern, drainage, and storm water detention (if required) requirements of available buildable property vs. replacement goals.

Sections through the site showing vertical relationships

-Determine parking requirements and locations with relation to security for students, parents, staff and public

-Prepare function space plans

Principal floor plans

General descriptive views or elevations

-Illustrative sketches, models or renderings:

MINIMUM 1 Front facing and 1 side view rendering

Calculate areas and volumes, and analyze plan efficiency of the design by usable area, area per occupant

Include basic code conformity calculations ensuring egress and safety

Begin research on materials, equipment, fixtures and building systems.

Provide a narrative of MEP systems including energy efficient and sustainability features

Create a products and materials file.

Start project outline specifications.

Review architectural conceptual diagrams with Owner .

Conduct owner/consultant coordination meetings as needed regarding system compatibility.

-Submit Schematic Design documents to the Owner. (These documents may include, but may not be limited to, drawings, descriptions, calculations, outline specifications, colors and materials)

-Plan appropriate presentation media.

-Prepare presentation of optional design features and variations.

## Architect Interviews

### **Proposed Process**

- 30-minute presentation- detailing experience with conceptual/schematic design to support a referendum and your plan to address Farmington High School's specific needs
- 30- minute Q&A by Committee

### **Sample Interview Questions**

1. The Conceptual Options phase requires you to complete 4 conceptual designs while competing with another architectural firm to move on to the next phase. Please describe your approach and what you believe will set you apart from the other firm.
2. Please describe your understanding of the issues facing FHS and what you would propose as solutions to address these issues through a maintain option, a renovate option, and a new building option.
3. Please describe your workload and the capacity of your firm to take on a project of this size.
4. Communication is an important aspect of this process; how would you suggest engaging the public between now and presenting the options to Town Council? What marketing capabilities does your firm have to enhance public outreach and awareness?
5. Town Council will select a project scope and set the net municipal cost after the conceptual options are presented. What can be done throughout the process to avoid a project that exceeds the set municipal cost?

## Architect Interviews

6. What is your experience working with the Office of School Construction Grants and Review for State reimbursement? What is your experience with other reimbursement options, such as utility incentives?

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**Interview Worksheet**

**Name of Firm:** \_\_\_\_\_

**Topic – The firm has experience as an architect on projects similar in scope to the maintain the current facility option, the renovation option, and the new building option.** Does the firm demonstrate their experience on projects of similar a size and scope? Do they have the capacity to take on a project of this size?

**Topic – Demonstrated understanding of the overall project goals and issues facing FHS.** Does the firm provide discussions of possible solutions?

**Topic – The firm demonstrates their understanding of the building committee’s process.** What is the firm’s approach to the competition aspect of the process and what sets them apart from the other firms?

**Topic- Communication.** What is the firms’ strategy to engage the public? What marketing capabilities do they have?

**Topic - overall presentation.** How well suited is the firm to the needs and objectives of the committee?