

Agenda
Farmington High School Renovation Committee
Wednesday, February 10, 2016
Farmington High School Library
4:30 PM

- A. Call to Order.
- B. Public Comment.
- C. Minutes.
 - 1) To approve the attached January 27, 2016 minutes. **(Attachment 1)**
- D. Old Business.
- E. New Business.
 - 1) Summary of the following reports by Superintendent Greider.
 - 1. OCR Compliance Report
 - 2. Board of Education Capital Improvement Ad Hoc Committee Report
 - 3. Facility Study for the Auditorium & Music Programs
 - 4. Acoustical Analysis of Farmington High School Auditorium
 - 5. FHS Facility Review
 - 6. Statement of Needs Presentation
 - 2) Discussion to create RFP for Architectural Services. **(Sample Attached-Attachment 2)**
- F. Other Business
- G. Adjournment.

**CC: Committee Members
Paula Ray, Town Clerk
Interested Parties**

Minutes are considered "Draft" until approved at next meeting

Minutes
Farmington High School Renovation Committee
Wednesday, January 27, 2016

Present:

William Wadsworth
Justin Bernier, Member
Johnny Carrier, Member
Jean Baron, Member
Hilary Donald, Member
Dan Kleinman, Member

Kathy Eagen, Town Manager
Kathy Greider, Superintendent
Russ Arnold, Dir. of Public Works
Vincent La Fontan, School Business Manager
Bill Silva, High School Principal
Tim Harris, Dir. Of School Facilities
Meredith Trimble, Town Council Liaison
Kathryn Howroyd, Clerk of the Committee

Absent:

Mecheal Hamilton

A. Call to Order.

The chair called the meeting to order at 7:06 p.m.

B. Introductions.

Chairman Wadsworth welcomed members and each gave their introductions.

C. Public Comment.

Pam Fisher, of 5 Jules Court in Unionville thanked the committee for their time and service to the community. She addressed the lack of ADA compliance and auditorium deficiencies. As President of the Farmington High School Friends of Music she has advocated for upgrades to the auditorium and music wing and was involved in the acoustical analysis of the auditorium. She believes that previous building committees had the best intentions with the information at hand, but the piece meal approach created the problems the high school encounters now, especially the 23 entry ways, hallways and the crowded intersections. The existing community areas are inadequate for the current student body size.

Rusty Malik, of 15 Coppermine Road shared his expertise in school and municipal building with the Committee and offered his advice, time and support.

Ned Statchen, of 6 Bella Lane urged the committee to focus on functionality. He feels ADA compliance and modern facilities should be considered.

D. New Business

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

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Upon a motion made and seconded (Carrier/Baron) it was unanimously VOTED: To adopt the attached Rules of Procedure.

2) To review the following documents:

- 1. Town Ordinance, Chapter 53 "Public Buildings"**
- 2. Statement of Needs dated April 13, 2015**
- 3. TECTON Presentation**
- 4. Charge of the Committee**
- 5. Debt Schedule**

The committee had general discussion regarding the attachments. Chairman Wadsworth explained it is the committee's responsibility to extensively review the documents; especially the facility report and statement of needs in order complete the Town Council charge. ADA compliance and security concerns will be incorporated into the larger picture.

3) Next Steps.

Chairman Wadsworth explained the next step is for committee members to become fully knowledgeable of the documents in Item D.

Superintendent Kathy Greider informed the committee of other documents that members should familiarize themselves with:

1. ADA Report- Every 10 years the Office of Civil Rights (OCR) visits and creates a report on ADA Accessibility. This report was issued a few years ago.
2. Auditorium Acoustic Report- funded by the FHS Friends of Music regarding potential auditorium upgrades.
3. New England Association of Schools and Colleges (NEASC) report- this report is not available yet, but it is anticipated major facility issued will be highlighted. This report will be shared with the committee when available.

Superintendent Greider will send all reports electronically to Ms. Howroyd, who will distribute to the Committee.

Jean Baron mentioned that she chaired the Board of Education Capital Improvement Ad Hoc Committee that issued a report to at the joint Town Council/Board of Education meeting on Monday, January 25, 2016. She explained it was the committee's charge to review all school facilities and the previous additions to the high school were driven by enrollment. This committee and the charge is more comprehensive to

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the school's needs. Ms. Howroyd will distribute this report to the Committee for review.

4) To establish the committee meeting schedule.

It was agreed that the committee will meet every two weeks and will evaluate the need to meet at that frequency as the meetings progress. The next meeting is set for Wednesday, February 10 from 4:30 p.m. to 6:00 p.m. at Farmington High School.

E. Tour of Farmington High School.

Committee members toured the High School from 7:45 pm until 9:15 pm.

F. Adjournment.

Upon a motion made and seconded (Kleinman/Carrier) the meeting adjourned at 7:44 p.m.

Respectfully Submitted,

Kathryn Howroyd
Clerk of the Committee

CC: Committee Members
Paula Ray, Town Clerk
Interested Parties

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RULES OF PROCEDURE
Farmington High School Renovation Committee

I. Officers

- A. Unless otherwise specified by Charter, Code, or appointing body committees, boards or commissions usually have a chairperson, a vice-chairperson, and a secretary. The members of the committee, board or commission at the first meeting normally elect these. In some instance, the appointing authority designates the chairperson. Election of officers shall be by open ballot.

William Wadsworth, Chair

- B. The chairperson presides at meetings and makes official communications on behalf of the committee, board, or commission representing the group consensus at all times, not his or her personal position. The chairperson is not an administrative official with directive or operating authority, so other members should not burden the chairperson with expectations of getting things done. Similarly, the chairperson or any member should not attempt direction of Town operations.
- C. The secretary of committees, boards, or commissions should be responsible for the writing and filing of approved minutes with the Town Clerk unless other arrangements have been made.

Kathryn Howroyd, Clerk for the Committee

II. Quorums

- A. At its first meeting a committee, board, or commission should establish the number of members to make a quorum. A quorum usually is a bare majority of the membership or some larger number of members if the committee, board, or commission so chooses. No vote may be taken or meeting held of a committee, board, or commission unless a quorum is present.

7 Voting Members
5 Member Quorum

III. Agendas

- A. The committee, board, or commission must determine who is responsible for creating, distributing, and posting the agendas for meetings.

Creation of agenda by the Chairman
Committee Clerk will distribute and post
Members are asked to give any items for the agenda to the Chairman 7 days prior to the meeting.

IV. Attendance

- A. Committees, boards, or commissions should establish rules governing attendance requirements for its members.

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Attendance is strongly urged. Two (2) unexcused absences, as defined by the Chairman, will result in the loss of appointment. If at all possible, members should contact the Chairman at least 24 hours prior to a missed meeting. Finally, conference calls are an acceptable form of attendance as a last result.

V. Freedom of Information Laws

- A. Committees, boards, or commissions should familiarize themselves with the basic requirements for meetings and minutes and make sure any rules of procedure established conform to the law. The Town Clerk is the Freedom of Information liaison for the Town of Farmington and can be used a resource in this area.

VI. Charter/Code

- A. Committees, boards, or commissions should familiarize themselves with the Charter and Code of the Town of Farmington, especially Chapter 24, Ethics to make sure any rules of procedure are not in conflict with the Charter or Code of the Town of Farmington.

VII. Robert's Rules

- A. Committees, boards, or commissions should use Roberts Rules as a guide for running their meetings and as part of their rules of procedure should establish how formally they wish to follow Robert's Rules.

Members decided to use a less stringent form of Robert's Rules and look to them as a guide.

**Architectural, Design and Related Engineering Services
for a
Facility Study at Farmington High School**

September 29, 2014

Farmington Public Schools

**Farmington Town Hall
1 Monteith Drive Farmington, CT 06032**

**RFQ Issued: 09/29/14
Mandatory Walk-Thru: 10/2/14
Question Deadline: 10/7/14 - 2:00 PM
Question Responses: 10/10/14
Proposal Due: 10/15/14 - 2:00 PM
Oral Interviews: To be scheduled
Tentative Award Date: 10/27/14
Study Completion: 1/16/15**

LEGAL NOTICE

Farmington Public Schools is accepting Letters of Qualification and proposal for Architectural, Design and Related Engineering Services for a facility Study at Farmington High School

Letters of Qualification and Proposals will be accepted at the BOE Office, Farmington Town Hall, 1 Monteith Drive, Farmington, CT 06032 until 2:00 PM Eastern Daylight Time on 10/15/2014. Instructions to bidders may be obtained at www.fpsct.org. Links: District>School District Operations>Bids/RFP

Farmington Public Schools intends to utilize the firm selected from this Request for Qualifications and Proposal for architectural/design/engineering services for the high school project. The successful firm must have demonstrated extensive experience in all facets of architecture design for K-12 educational facilities, including experience in school design projects involving both new construction and renovation and extension projects. In depth experience in the State of Connecticut School Construction Grant Process is also required.

Initially, Farmington Public Schools will negotiate and contract for the work defined in the *Architectural, Design and Related Engineering Services for a facility Study at Farmington High School*. Upon successful completion of this first phase, Farmington Public Schools may negotiate and contract for the subsequent architectural/design/engineering services necessary to develop detailed construction plans, schedules and cost estimates and other steps necessary to successfully complete the proposed project.

Qualified firms are required to submit a Letter of Qualification and Initial Proposal in accordance with the solicitation package requirements. The firm must meet all municipal, state and federal affirmative action and equal employment opportunity practices. **Four (4) copies of the proposal must be submitted.**

After review of all qualifications, including fee, Farmington Public Schools reserves the right to reject any or all Bids, or any part thereof, or waive defects in same, or accept any proposal deemed to be in the best interest of Farmington Public Schools.

A mandatory pre-proposal walkthrough is scheduled for 2:45 PM at the high school visitor entrance on 10/2/14. All questions or comments regarding this solicitation package must be submitted to the office of the Director of School Facilities via email at harrist@fpsct.org by 5:00PM on 10/7/14.

PROJECT INFORMATION

I. Background

Farmington High School was constructed in 1928 with several additions over the past 70 years. The last major expansion was completed in 2003. Farmington Public Schools recently completed a facility study of the High School auditorium, band room and chorus room. These three areas will not be included in this scope of work.

II. Objectives

The Objectives of the High school facility study are:

1. Address State of Connecticut requirements for building and fire code, building and site accessibility and review and comment on the OCR report regarding the facility.
2. Develop design concepts that meet educational program requirements.
3. Address school security requirements
4. Address obsolescence of various building systems and any existing structural and design deficiencies
5. Evaluate and improve air quality
6. Address traffic safety requirements
7. Improve use of natural lighting
8. Address adequate parking for normal operations plus overflow parking for school/town events.
9. Reduce district operating costs through improved energy use and other site/system efficiencies
10. Leadership in Energy and Environmental Design (LEED) type strategies to be considered
11. Evaluate enrollment projections and any impact on the facility.
12. Provide a project cost estimate.
13. Identify possible grant sources and utility incentives

III. Proposal / Qualification Submission Requirements

A. General Information and Proposed Staff – 14 Pages Maximum

- Letter of Introduction
- Provide general information on the firm
- Resumes– Architectural firm’s principal in charge, Project Manager, Project Architect, Interior Designer, MEP Engineering Principal, Structural Engineer, Acoustical Engineer, Cost Estimator, Civil Engineer, and Landscape Architect. who will be in charge of the project and who will be directly responsible for the daily activities in the various fields - 1 resume’ per page
- Provide a detailed organizational and estimated time commitment of each person assigned to the project.

B. Understanding of the Issues - 1 Page Maximum

Describe your understanding of the issues facing Farmington’s high school, possible solutions, contemporary pedagogy as it relates to school design, and any critical issues that could affect a successful outcome.

C. Technical Approach – 5 Pages Maximum

Describe your vision of the school project process including:

- How your design process works
- Development of initial concepts
- Refinement of initial concepts
- Delivery of conceptual designs and cost estimates sufficient to support a bonding referendum
- Development of State of Connecticut School Construction Grant packages
- Detailed design phase
- Bidding and delivery method
- Construction phases(s)
- Final delivery

D. Relevant Experience and References 10 Pages Maximum

Describe recent relevant experience including experience related to:

- Project Management Approach
- Design and construction/renovation/extension of high schools
- Understanding of the State of Connecticut School grant and construction process
- Experience with LEED or similar type of energy efficient design strategies.
- Approach to budget estimates and schedules
- Provide references for similar projects
- Relevant projects and a list of high school and facility study experience of the assigned team.

E. Project Approach – 2 Pages Maximum

Please discuss your approach for the design and engineering phases of the project.

F. Fee – 2 Pages Maximum

Provide a Fee for performing this work including hourly labor rates and estimated hours.

IV. Evaluation Criteria

A. General Information and Proposed Staff.

- Experience of Principal and Project Manager with similar scope of services.
- Experience of project team with similar scope of services.
- Years staff has been assigned to similar scope of services.
- Reasonableness of proposed rates and fees.
- Availability and continuity of staff during the course of the agreement, if selected.

B. Understanding of the Issues

- Demonstrated understanding of issues facing Farmington High School
- Clear discussions of possible solutions
- Identification of critical issues that could affect a successful outcome

C. Technical Approach

- Discussion of the school project process is well organized and presented in a clear, concise and logical manner.

D. Relevant Experience.

- Experience in conducting facility studies.
- Experience in designing high schools.
- Recent experience in the State of Connecticut School Construction Grant process.

E. Recent Projects and References

- References that provide a high level of confidence in the firm's ability to perform.

V. Selection Process

A. Initial Evaluation

The staff of Farmington Public Schools will evaluate the proposals and establish a list of finalists

B. Interviews

The staff of Farmington Public Schools may choose to interview up to four finalists in order of ranking. Firms selected for interview should allow approximately forty five minutes for the oral interview and a question and answer session.

C. Final Selection and Recommendation to Board of Education

The staff of Farmington Public Schools will make a recommendation for award to the Board of Education.

VI. General Conditions

- A. Farmington Public Schools reserves the right to accept or reject any or all proposals. Farmington Public Schools shall be under no obligation to accept a proposal if it is deemed to be in the best interest of Farmington Public Schools not to do so.
- B. Farmington Public Schools is an equal opportunity employer and does not condone discrimination in its policies, practices and procedures on the basis of race, creed, color, national origin, age, sex, or handicap. We advise all firms of our intent to negotiate business only with other equal opportunity employers.
- C. Facsimile (FAX) and emailed proposals will not be accepted by Farmington Public Schools under any circumstances.