

Agenda
Farmington High School Renovation Committee
Wednesday, February 24, 2016
Farmington High School Library
4:30 PM

- A. Call to Order.
- B. Public Comment.
- C. Minutes.
 - 1) To approve the attached amended January 27, 2016 minutes.
(Attachment 1)
 - 2) To approve the attached February 10, 2016 minutes. **(Attachment 2)**
- D. To review supplement information to the FHS Facility Report.
(To Be Provided)
- E. To review the attached draft RFP and finalize for distribution.
(Attachment 3)
- 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 Julles 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 at the joint Town Council/Board of Education meeting on Monday, January 25, 2016. She explained that it was the committee's charge to review all school facilities, including Farmington High School.

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She believes that this new FHS Renovation Committee is providing a comprehensive look at school needs. Previous additions to the high school were primarily driven by student enrollment and she is pleased with this committee's broad scope. 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.

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Minutes
Farmington High School Renovation Committee
Wednesday, February 10, 2016

Present:

William Wadsworth, Chair
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 4:32 p.m.

B. Public Comment.

Sarah Callman of 6 Grosvenor Place urged the Committee to look at all options for school renovation. She expressed that we don't need to build a school targeted around one specific way of student learning, but should look at all options and always keep the future in mind.

C. Minutes.

1) To approve the attached January 27, 2016 minutes.

The motion was tabled.

Jean Baron requested the minutes be amended to reflect that enrollment driven high school additions was not a finding of the ad hoc committee.

D. Old Business.

None.

E. New Business.

1) **Summary of reports by Superintendent Greider.**

Superintendent Kathy Greider gave a presentation to the Committee summarizing the following reports: Farmington High School Auditorium Study, Farmington High School Acoustic Study, Office of Civil Rights (OCR) Report, Facility Review, Learning Environments for Tomorrow at Harvard Graduate School of Education, NEASC Report, and Statement of Need **(Attached)**.

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Upon completion of the presentation by Superintendent Greider the Committee had general discussion regarding the proposed renovations encompassing enrollment, security and compliance.

ENROLLMENT:

The last report regarding student enrollment projections was completed in 2011. The Board of Education staff has initiated a new enrollment report, which they believe will be useful for the Committee. They are expecting a five week turnaround and will provide the report to the Committee.

FHS Principal Bill Silva explained that the enrollment issues come down to the way space is being used. Currently, all open functional spaces are being utilized to their full capacity.

Members of the committee had general discussion on how the size of the school is driven by student enrollment.

COMPLIANCE:

The accessibility issues and noncompliance findings by the Connecticut Office of Civil Rights (OCR) are outlined on Page 17 of the attached Building Committee presentation. It was inquired whether FHS would be subject to fines for any noncompliance. Staff commented explaining that an action plan was submitted in response to the OCR findings and the Board of Education continues to move forward on addressing these issues. It is the hope that this committee will address the larger scope and more costly accessibility issues.

The New England Association of Schools and Colleges (NEASC) conducts an accreditation visit to Farmington High School every ten years. NEASC completed their visit to FHS in September 2015 and it is anticipated that their report will be available in the spring. Facility issues were noted during the NEASC visit and it is expected that facility issues would be included in the NEASC report. The school's accreditation is based on adherences to all NEASC standards, including facility standards.

SECURITY:

The reports list various security recommendations for FHS. Superintendent Greider explained that many improvements have been made regarding internal and external security. New security requirements have been mandated by the State for new school construction and FHS will keep these in mind to ensure compliance is maintained.

2) Discussion to create RFP for Architectural Services.

Chairman Wadsworth explained the intent of an RFP is to receive responses from qualified individuals for a conceptual proposal of the FHS renovations.

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The RFP issued by Farmington Public Schools on September 29, 2014 for Architectural, Design and Related Engineering Services for a Facility Study at Farmington High School will be used as a guide in the creation of the new RFP. The committee will use that model to create an RFP that encompasses all issues, as outlined in the reports provided to the Committee. Respondents will be evaluated based on qualifications and cost and applicants selected to proceed will be invited to interview with the Committee.

Town Manager Kathy Eagen suggested that Town staff create the RFP document which will be discussed at the next meeting. Committee members were encouraged to contact the Town Manager with any suggestions regarding the RFP development.

F. Other Business.

The meeting schedule was confirmed to be every two weeks at 4:30 p.m. in the Farmington High School Library. A meeting schedule and Committee contact list will be distributed to all members.

G. Adjournment.

Upon a motion made and seconded (Carrier/Kleinman) the meeting adjourned at 5:48 p.m.

Respectfully Submitted,

Kathryn Howroyd
Clerk of the Committee

CC: Committee Members
Paula Ray, Town Clerk
Interested Parties

**Architectural, Design and Related Engineering Services
For Schematic Plans and Preparation of a
Construction Estimate for
Renovations at Farmington High School**

February 13, 2016

Farmington Public Schools

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

RFQ Issued: 03/09/16
Mandatory Walk-Thru: 03/23/16 – 2:45 PM
Question Deadline: 04/13/16 - 5:00 PM
Question Responses: 04/20/16
Proposal Due: 04/27/16 - 2:00 PM
Oral Interviews: To be scheduled
Tentative Award Date: 05/18/16
Study Completion: 12/01/16

LEGAL NOTICE

Farmington Public Schools is accepting proposals for Architectural, Design and Related Engineering Services for Schematic Plans and Preparation of a Construction Estimate for Renovations at Farmington High School

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 04/27/2016. 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 Proposal for architectural, design and related engineering services for the renovations at the high school. 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 successful, experience in the State of Connecticut School Construction Grant Process is also required.

Initially, the Farmington High School Building Committee will negotiate and contract for the work defined in the *Architectural, Design and Related Engineering Services for a Schematic Plans and Preparation of a Construction Estimate for the Renovations at Farmington High School*. Upon successful completion of this first phase, Farmington High School Building Committee may negotiate and contract for 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 their Proposal in accordance with the solicitation package requirements. The firm must meet all municipal, state and federal affirmative action and equal employment opportunity practices. **Nine (9) copies of the proposal must be submitted.**

After review of all qualifications, including fee, the Farmington High 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 03/23/16. 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 04/13/16.

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. The schematic designs shall incorporate NEASC standards and OCR/ADA regulations and utilize all pertinent current standards.

II. Objectives

The Objectives of this Request for Qualifications are:

1. Address State of Connecticut requirements for building and fire code, ADA, building and site accessibility, security compliance and review as described in the studies for the facility.
2. Develop schematic designs that meet educational program requirements and address accessibility issues to increase and maximize the square footage while aligned with enrollment projections
3. Create multiple levels to the building to address inefficient sprawl and improve overall building system maintenance functions through improved energy use
4. Update MEP building systems and any existing structural deficiencies
5. Update auditorium to meet accessibility and current codes
6. Evaluate and improve air quality
7. Address traffic safety and parking for normal operations plus overflow parking for school/town events
8. Address student passing issues in hallways
9. Improve use of natural lighting
10. Address adequate parking for normal operations plus overflow parking for school/town events
11. Leadership in Energy and Environmental Design (LEED) type strategies to be considered
12. Evaluate enrollment projections and any impact on the facility
13. Prepare a construction cost estimate
14. Identify possible grant sources and utility incentives
15. Address the Central Office administration and Alternative high school space requirements to be included on site

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 responsible 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 understanding of the school construction project process including:

- How your design process works
- Development of initial schematic designs
- Refinement of initial schematic designs
- Delivery of schematic 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 of schematic design and cost estimate

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 the overall project goal(s) and issues of the project
- 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 designing high schools and/or high school renovation/addition projects
- Recent experience in the State of Connecticut School Construction Grant process and describe your success and failures that you encountered

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 Farmington High School Building Committee will evaluate the proposals and establish a list of finalists

B. Interviews

The Farmington High School Building Committee 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 Farmington High School Building Committee will make a recommendation for award to the Town Council and the Board of Education

VI. General Conditions

- A. The Farmington High School Building Committee reserves the right to accept or reject any or all proposals
- B. The Farmington High School Building Committee shall be under no obligation to accept a proposal if it is deemed to be in the best interest of Farmington Public Schools and the Town of Farmington not to do so.
- C. The Farmington Public Schools and the Town of Farmington are equal opportunity employers 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.
- D. Facsimile (FAX) and emailed proposals will not be accepted by Farmington Public Schools under any circumstances.