

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

Minutes
Farmington High School Building Committee
Professional Partnership Subcommittee
Friday, September 27, 2019
Town Hall Council Chambers
8:30 AM

Attendees:

Meg Guerrera
Michael Smith
Garth Meehan
Kathy Blonski
Devon Aldave
Beth Kintner
Mark Garilli
Chris Cykley
Johnny Carrier (via phone)

A. Call to Order.

The meeting was called to order at 8:40 A.M.

B. Minutes.

1) To approve the attached August 15, 2019 minutes.

Upon a motion made and seconded (Meehan/Smith) it was unanimously VOTED: to approve the August 15, 2019 minutes.

C. To review the architect kick-off meeting.

The architect kick-off meeting took place last Friday. Each firm was asked to propose their own schedule including major milestones. The schedules that were provided are not finalized. CSG is working on merging the schedules and creating a timeline that will be provided to the FHS Building Committee at their October 2, 2019 meeting. The idea is to make sure the architects are comfortable working within the major milestone parameters.

In the kick-off meeting there was a discussion about how the competition between the firms will work. CSG created norms/rules around the competition process which is attached as **Exhibit D**. The subcommittee will review this exhibit when reviewing the contracts. Architects will present their work at several committee meetings. To maintain the competition aspect, these presentations will take place during executive session.

CSG explained that there was a discussion with the architect firms about the importance of attendance at upcoming events. There have already been representatives from both firms present at meetings. Both firms generated a list of items and information that they would like to see including CAD drawings, environmental studies, and facility studies from the previous building committee.

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The firms raised the idea of possibly collaborating on option one (the maintain option) rather than fully competing. The subcommittee raised concerns about this. They felt that there is value in the competition aspect of the process and there could be pushback from getting rid of this. The subcommittee remained open to the idea of them collaborating if the firms can clearly explain the value they will gain from a collaboration. It was determined that the maintain option will be completed by both firms.

D. To review and approve the architect contract(s).

The subcommittee reviewed the architect contracts. CSG will add a few more norms and make some minor language changes to Exhibit D for the sake of clarity.

Upon a motion made and seconded (Smith/Meehan) it was unanimously VOTED: to approve the architect contracts as amended.

E. Other Business.

The subcommittee reached a consensus to add Public Comment to the agenda.

F. Public Comment

Bob Bonato, 41 Northwoods Road, asked the subcommittee if he was allowed to share his recommendations and designs to the architects due to the competition norms.

Meg Guerrera stated that the committee will send his designs to the architects and will include Mr. Bonato on the communication.

G. Adjournment.

The meeting adjourned at 9:59 A.M.

Respectfully Submitted,

Devon Aldave
FHS Building Committee Intern

EXHIBIT D
CONCEPTUAL DESIGN PHASE NORMS FOR COMPETITIVE PROCESS

1. Specific to this project, the primary architectural firm and its sub consultants shall refrain from direct contract with Farmington High School and Board of Education staff, without prior coordination from the Owners Representative and or the FHS Building Committee Chair.
2. All communications should be directed through the Owners Representative whereby questions, RFIs, etc. will be coordinated with the appropriate staff and committees.
3. In an effort to maintain a transparent process, all information communicated through the Owners Representative will be shared between the firms.
4. Each firm will be expected to conform to the same milestones incorporated into an agreed upon master schedule.
5. In an effort to create efficiencies, each competing firm will participate in a joint effort to establish a base line program for the Capital Improvement Plan.
6. A blackout date identified on the master schedule where the information gathering period will end and the creative design period will begin, allowing each firm to work independently of one another.
7. Attendance is strongly recommended at all events, meetings, etc. It will be the responsibility of each firm to acquire as much Information as possible as described in these norms.