

Meeting Minutes
Farmington High School Building Committee Meeting
Farmington High School Library & Online
Wednesday, October 6, 2021
6:30 P.M.

Attendees:

Meg Guerrera, Chair
Wendy Ku
Ellen Siuta
Johnny Carrier
Sharon Mazzochi (via Zoom)
Michael Smith (via Zoom)
Beth Kintner
Alicia Bowman, Assistant Superintendent of Finance & Operations
Sam Kilpatrick, Director of School Facilities
Scott Hurwitz, FHS Principal
Lisa Kapcinski, FHS Assistant Principal
Kat Krajewski, Assistant Town Manager
Devon Aldave, Clerk of the Committee
Chris Cykley, Construction Solutions Group
Ryszard Szczypek, TSKP Studio
Lorel Purcell, O&G Industries
Nelson Reis, O&G Industries
Mark Jeffko, O&G Industries

A. Call to Order.

The meeting was called to order at 6:33 P.M.

B. Pledge of Allegiance.

The committee members recited the Pledge of Allegiance.

C. Public Comment.

None.

D. Minutes.

1) To approve the attached September 22, 2021 minutes.

Upon a motion made and seconded (Carrier/Ku) it was unanimously VOTED: to approve the September 22, 2021 minutes.

E. Correspondence Received 9/18/2021 – 10/4/2021.

None.

F. Reports.

1) Chair Report.

Meg Guerrera welcomed O&G to the FHS Building Committee. Mark Jeffko, Lorel Purcell, and Nelson Reis introduced themselves to the committee.

Meg presented a high-level project timeline with the committee. This project timeline is recorded with these minutes as Attachment A.

2) Town Council Liaison Report.

No report.

3) Board of Education Liaison Report.

No report.

4) Owner's Representative Report.

Chris Cykley stated that a schematic design review meeting was held this morning with the Office of School Construction & Grants Review. A representative from the Office of School Construction & Grants Review will be doing a site tour on October 20th. Chris stated that CSG will work with the Professional Partnership Subcommittee on a draft RFP for Commissioning Agent at their next meeting.

5) Architect Report.

Ryszard Szczypek stated that TSKP Studio has met with user working groups and the design working group. TSKP Studio will meet with the design working group again on October 13th. Ryszard stated that TSKP met with O&G to discuss the overall project schedule. TSKP and O&G met with the Town Planning Office to discuss housekeeping items as well as the site plan timeline. TSKP Studio stated that the consultants for universal design, food service design, environmental design, and theatre design have begun their work.

6) Construction Manager Report.

Mark Jeffko stated that O&G received schematic design drawings from TSKP Studio. Lorel Purcell stated that she is working on a preconstruction schedule which she will share at the November 3rd building committee meeting.

7) Communications Subcommittee Report.

Kat Krajewski reported that the Communications Subcommittee met prior to the FHS Building Committee meeting, and reviewed updates to the committee website and a draft press release. The subcommittee will review a draft newsletter and FAQ at the next meeting.

8) Professional Partnership Subcommittee Report.

Kat Krajewski reported that the Professional Partnership Subcommittee will meet on October 13th to review the draft RFP for Commissioning Agent. A representative from O&G will also attend this meeting to begin contract negotiations.

9) Financial Report.

Kat Krajewski presented the financial report, and the invoice tracking sheets. These documents are recorded with these minutes as Attachment B-1 and Attachment B-2.

G. New Business.

1) To approve the attached invoice from TSKP Studio in the amount of \$292,800.00.

Upon a motion made and seconded (Carrier/Ku) it was unanimously VOTED: to approve the attached invoice from TSKP Studio in the amount of \$292,800.00.

2) To approve the attached invoice from TSKP Studio in the amount of \$12,200.00.

Upon a motion made and seconded (Carrier/Siuta) it was unanimously VOTED: to approve the attached invoice from TSKP Studio in the amount of \$12,200.00.

3) To approve the attached invoice from Construction Solutions Group in the amount of \$22,597.00.

Upon a motion made and seconded (Carrier/Ku) it was unanimously VOTED: to approve the attached invoice from Construction Solutions Group in the amount of \$22,597.00.

4) To approve the attached invoice from Construction Solutions Group in the amount of \$1,030.00.

Upon a motion made and seconded (Smith/Mazzochi) it was unanimously VOTED: to approve the attached invoice from Construction Solutions Group in the amount of \$1,030.00.

5) To cancel the October 20, 2021, FHS Building Committee meeting.

Upon a motion made and seconded (Carrier/Ku) it was unanimously VOTED: to cancel the October 20, 2021, FHS Building Committee meeting.

H. Adjournment.

Upon a motion made and seconded (Carrier/Siuta) it was unanimously VOTED: to adjourn at 7:02 P.M.

Respectfully Submitted,

Devon Aldave
Clerk of the Committee

FHSBC Timeline- Updated 10/06/2021



We are here

Final Plan Development
New Farmington High School & Central Office Renovation

- ✓ Issue a Notice to proceed to the architect to complete final plans
- ✓ Engage with State of CT OSCGR to review plans throughout the process
- ✓ Select specialized design consultants (universal, theater, kitchen)
- ✓ Select Firm for Construction Manager Services (RFP & Interviews)
- ✓ Establish Design Working Group

Select Independent Engineering Firm/Commissioning Agent (RFP & Interviews)

Submit the final plans to the Town Plan and Zoning Commission for site plan approval

Submit final plans to the Board of Education for approval

Committee Approves Final Plans, Working Drawings and Specifications, Bid Documents, and Contract Documents

Put the project out to bid and award construction contract (CMP amendment)

Submit final plans for OSCGR approval



Construction
New Farmington High School & Central Office Renovation

- Establish an Oversight Team
- RFP for Materials Testing
- Authorize the Start of Construction
- Consider and Act Promptly on Change Orders
- Accept the building as substantially complete
- Oversee the completion of punch list items
- Review Certification by the architect that construction has been completed
- Authorize the release of funds that have been withheld

Anticipated New School Move In: August 2024
Anticipated Project Completion: June 2025

DRAFT: This is a planning document that represents high-level tasks and will be updated continually based on new information.

Farmington High School Building Committee
 Financial Report-October 6, 2021

Starting Account Balance 2016	\$500,000	Initial authorization for the FHS Building Committee in 2016
Remaining Balance from 2016 committee	\$266,007.00	Remaining balance from previous FHS committee approved at 9/10/19 Town Council Meeting
Appropriation from Town Council	\$199,000.00	approved at 9/10/19 Town Council Meeting
Transfer from Town Council	\$256,000.00	Council Meeting

Total Account Balance- Beginning 2018 \$721,007.00

Expenses from Ad Hoc Committees:

Amount	Description	
\$17,000	Community Survey	Contract

Expenses from this FHS Building Committee:

Amount	Description	
\$33.75	2 year website Domain- fhsbuildingproject.org	P-Card
\$27.90	2 year website Domain- fhsbuildingproject.com	P-Card
\$27.90	2 year website Domain- fhsbuildingproject.net	P-Card
\$432.00	wix website hosting	P-Card
	wix credit	Credit
\$369.66	hartford courant legal notice for Architect RFP	cu00254321
\$1,993.00	FHS Building Committee Intern (Summer Work)	
\$218.16	Square Space website hosting	P-Card
\$14,850.00	PT Help-- For Committee	Contract
\$15.94	Staples- Poster for 10/16 Community Input Meeting	P-Card
\$105.10	Highland park Market- Dinner for Interviews	P-Card
\$25.47	Staples Poster Boards for Communtiy Input Meeting	Staples Credit Card
\$276.90	Amazon- Supplies for Community Input Meeting	P-Card
\$132.75	Chartwells- Coffee/Tea for Communtiy Input Meeting	
\$112.50	Chartwells from 1/25 Community meeting	

Farmington High School Building Committee
Financial Report-October 6, 2021

\$596.00	Nutmeg TV Meetings 1/8, 1/15, 1/22	
\$1,198.00	Briarwood Printing- Postcard 8/2020	
\$2,941.34	USPS Postcard Mailing- 8/2020	
\$229.72	Square space website hosting- annual fee	P-Card
\$1,925.06	January Newsletter Postage 1/20/21	
\$224.19	Survey- Business Reply Postage 1/25/21	
\$383.52	Survey -Business Reply Postage 1/27/21	
\$191.76	Survey- Business Reply Postage 1/28/21	
\$62.04	Survey-Business Reply Postage 1/29/21	
\$269.31	Survey- Business Reply Postage 2/1/21	
\$60.63	Survey-Business Reply Postage 2/3/21	
\$36.66	Survey-Business Reply Postage 2/4/21	
\$169.89	Overnight Shipping to Survey Systems	
\$9.80	Survey- Business Reply Postage 2/5/21	
\$35.25	Survey-Business Reply Postage 2/5/21	
\$97.25	Overnight Shipping to Survey Systems	
		Additional reply postage received after survey deadline
\$318.66	Survey-Business Reply Postage- 2/9-2/24/21	
\$19.74	Survey -Business Reply Postage - 2/25/21-3/5/21	
\$4.23	Survey-Business Reply Postage- 3/11/21-3/17/21	
\$1,925.06	March Newsletter Postage- 3/25/2021	
\$110.06	Domain Name Registration -4/16/2021	
\$2,089.68	May Newsletter Postage-4/29/2021	
\$750.00	Tall Timbers Marketing-Additional Costs	
\$2,345.21	Explanatory Text Newsletter	
\$1,968.00	Briarwood Printing- Explanatory Text Newsletter	
\$23.24	Highland Park market	
\$229.72	Squarespace Annual hosting fee	
\$301.90	CM RFQ Legal Notice	
\$166.62	Olees Pizza- Food for CM Interviews	

Total Expense:

\$37,303.57

Current Account Balance

\$666,703.43

Farmington High School Building Committee
 Financial Report-October 6, 2021

	<i>Amount Billed to Date</i>	<i>Total Contract Amount (Part 1)</i>	<i>Remaining Balance</i>
<i>Professional Partners-Invoice (Part 1)</i>			
CSG Invoice	\$89,109.00	\$89,109.00	\$0.00
QA+M	\$47,000.00	\$47,000.00	\$0.00
TSKP Studio	\$120,000.00	\$120,000.00	\$0.00
<i>Professional Partners-Invoice (Part 2)</i>			
Center for Research and Public Policy	\$8,500.00	\$17,000.00	\$8,500.00
Tall Timbers Marketing	\$32,482.00	\$32,500.00	\$0.00
CSG	\$95,121.00	\$105,690.00	\$10,569.00
TSKP Studio	\$130,000.00	\$130,000.00	\$0.00
<i>Sustained Communications Plan</i>			
Tall Timbers Marketing	\$6,188.00	\$24,750.00	\$24,750.00
<i>Total Invoices Approved to Date</i>	<i>\$528,400.00</i>		
Updated Account Balance (with invoices)	\$138,303.43		
<i>Remaining Balances</i>			
Remaining Balances (see above)	\$43,819.00		
Total Remaining Balances	\$43,819.00		
Total On Hand	\$94,484.43		

Farmington High School Building Committee- Invoice Tracking
 Farmington High School New Construction

Construction Solutions Group		
Contract Amount- New FHS		\$1,084,647
Invoice Amount	Invoice Date	
	8/9/2021	\$22,597.00 Professional Services- July 2021 Professional Services- August
	9/1/2021	\$22,597.00 2021 Professional Services- September
	10/1/2021	\$22,597.00 2021
Invoice Total:		\$67,791.00
Remaining Balance:		\$1,016,856.00
TSKP Studio		
Contract Amount- New FHS		\$5,125,000.00
Invoice Date	Invoice Date	
	8/9/2021	\$292,500.00
	9/1/2021	\$292,500.00
	10/1/2021	\$292,800.00
Invoice Total:		\$877,800.00
Remaining Balance		\$4,247,200.00
O&G		

Farmington High School Building Committee- Invoice Tracking
Central Office/Locker Room Renovation

Attachment B-2

Construction Solutions Group

Contract Amount- New FHS		\$49,446
Invoice Date	Invoice Amount	
	8/9/2021	\$1,030.00 Professional Services- July 2021
	9/1/2021	\$1,030.00 Professional Services- August 2021
	10/1/2021	\$1,030.00 Professional Services- October 2021
Invoice Total:		\$3,090.00
Remaining Balance:		\$46,356.00

TSKP Studio

Contract Amount- Central Office/Locker Room		\$215,000.00
Invoice Amount	Invoice Date	
	8/9/2021	\$12,500.00 Professional Services-July 2021
	9/1/2021	\$12,500.00 Professional Services- August 2021
	10/1/2021	\$12,200.00 Professional Services- September 2021
Invoice Total:		\$37,200.00
Remaining Balance:		\$177,800.00

O&G

October 6, 2021