

Meeting Agenda
Farmington High School Building Committee Meeting
Farmington High School Library
Wednesday, December 15, 2021
6:30 P.M.

****PLEASE NOTE THE MEETING WILL BE HELD IN PERSON IN THE FHS LIBRARY****

The in-person meeting will also be streamed over zoom. Please click the link below to join the webinar:

<https://us02web.zoom.us/j/82470629571>

Telephone Call in Information:

Dial: +1 312 626 6799

Webinar ID: 824 7062 9571

- A. Call to Order.
- B. Pledge of Allegiance.
- C. Public Comment.
- D. Minutes.
 - 1) To approve the attached December 1, 2021, minutes.
- E. Correspondence Received 11/27/2021 – 12/13/2021
 - 1) Jay Tulin – Institute for Human Centered Design
- F. Reports.
 - 1) Chair Report.
 - 2) Town Council Liaison Report.
 - 3) Board of Education Liaison Report.
 - 4) Owner’s Representative Report.
 - 5) Architect Report.
 - 6) Construction Manager Report.
 - 7) Communications Subcommittee Report.
 - 8) Professional Partnership Subcommittee Report.
 - 9) Financial Report.

G. New Business.

- 1) To approve the attached invoice from Tall Timbers Marketing in the amount of \$4,225.00.
- 2) To approve the attached invoice from TSKP Studio in the amount of \$292,800.00.
- 3) To approve the attached invoice from TSKP Studio in the amount of \$12,200.00.
- 4) Executive Session: Review and Discussion of RFP Responses for Commissioning Services and Professional Engineering Services in accordance with Conn. Gen. Stat. §§1-200(6) and 1-210(b) (24).
- 5) To select the final candidate for Commissioning Services.
- 6) To authorize the Town Manager and Professional Partnership Subcommittee to negotiate and sign a contract with the selected finalist for Commissioning Services.
- 7) To select the final candidate for Professional Engineering Services.
- 8) To authorize the Town Manager and Professional Partnership Subcommittee to negotiate and sign a contract with the selected finalist for Professional Engineering Services.

H. Adjournment.

cc: Committee Members
Paula Ray, Town Clerk
Interested Parties

MOTION:

Agenda Item D-1

To approve the attached December 1, 2021, minutes.

/Attachment

Meeting Minutes
Farmington High School Building Committee Meeting
Farmington High School Library
Wednesday, December 1, 2021
6:30 P.M.

Attendees:

Meg Guerrera, Chair
Sharon Mazzochi
Michael Smith
Ellen Siuta
Chris Fagan
Johnny Carrier
Wendy Ku
Beth Kintner
Kathy Greider, Superintendent
Alicia Bowman, Asst. Superintendent of Finance & Operations
Sam Kilpatrick, Director of School Facilities
Scott Hurwitz, FHS Principal
Kat Krajewski, Assistant Town Manager
Devon Aldave Clerk of the Committee
Chris Cykley, Construction Solutions Group
Michael Scott, TSKP Studio
Lorel Purcell, O&G Industries
Mark Jeffko, O&G Industries

A. Call to Order.

The meeting was called to order at 6:31 P.M.

B. Pledge of Allegiance.

The committee members recited the Pledge of Allegiance.

C. Public Comment.

Tim Kelly, 62 Westview Terrace, recommended including an indoor track as part of the new gym. He also recommended moving the scoreboard to the other side of the athletic field. Mr. Kelly stated that the committee should be proactive in making accommodations for 21st Century bathrooms, including gender neutral bathrooms.

D. Minutes.

1) To approve the attached November 3, 2021, minutes.

Upon a motion made and seconded (Smith/Mazzochi) it was unanimously VOTED: to approve the November 3, 2021, minutes.

E. Correspondence Received 11/2/2021 – 11/26/2021

1) Raymond Anselmi, FHS Building Costs

Meg Guerrera reviewed the correspondence received.

F. Reports.

1) Chair Report.

Meg Guerrera stated that the Connecticut State Elections Enforcement Commission dismissed all four complaints that were raised against the FHS Building Committee.

2) Town Council Liaison Report.

No report.

3) Board of Education Liaison Report.

No report.

4) Owner's Representative Report.

Chris Cykley stated that Construction Solutions Group has been working with the Office for School Construction Grants & Review regarding the priority list for State reimbursement. The priority list will be announced on December 15, 2021.

5) Architect Report.

Michael Scott stated that the Zoning Board of Appeals received the building committee's application regarding a height variance. The Zoning Board of Appeals meeting will take place on December 13, 2021.

Michael stated that TSKP Studio worked with O&G and PM&C regarding cost estimates. He stated that the project is currently overbudget, which is normal at this phase in the process. TSKP Studio is working with the Design Working Group to get the project back on budget.

Michael stated that the design schedule is right on track. TSKP Studio aims to have depictions of design development to share with the committee in January and February. These may include drawings, models, and external/internal renderings.

6) Construction Manager Report.

Lorel Purcell stated that O&G Industries has worked with other professional partners to create a pre-construction schedule. This will be finalized next week and will be presented at the December 15, 2021, meeting.

Lorel shared a site enabling package document with the building committee. This document is recorded with these minutes as Attachment A. Lorel explained that the scope of work of this package would take place in Summer 2022 and would include installing perimeter fencing and creating traffic flow. Lorel explained that this package is beneficial as the revised traffic design will set by the first day of school, minimizing disruption to students and faculty.

7) Communications Subcommittee Report.

Kat Krajewski stated that the subcommittee met prior to FHS Building Committee meeting. She stated that a newsletter will be sent out in the next few weeks providing an update to residents. Kat shared that Ira Yellen of Tall Timbers Marketing nominated the FHS Building Project for an award from the Public Relations Society of America (PRSA). PRSA awarded the FHS Building Project campaign the Gold Award and Best of Show in Connecticut. Kat shared that the subcommittee also reviewed Q&A which will be posted back on the website.

8) Professional Partnership Subcommittee Report.

Kat Krajewski stated the subcommittee met to negotiate the Construction Manager contract with O&G Industries. She stated that these discussions will continue.

9) Financial Report.

Kat Krajewski shared the updated invoice tracker sheet. This document is recorded with these minutes as Attachment B.

G. New Business.

1) To approve the 2022 FHS Building Committee meeting schedule.

Upon a motion made and seconded (Smith/Carrier) it was unanimously VOTED: to approve the 2022 FHS Building Committee meeting schedule.

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

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 \$22,597.00.

3) 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.

4) To approve the attached invoice from O&G Industries in the amount of \$35,000.00.

Upon a motion made and seconded (Smith/Mazzochi) it was unanimously VOTED: to approve the attached invoice from O&G Industries in the amount of \$35,000.00.

5) To approve the attached invoice from O&G Industries in the amount of \$3,384.62.

Upon a motion made and seconded (Smith/Mazzochi) it was unanimously VOTED: to approve the attached invoice from O&G Industries in the amount of \$3,384.62.

6) Executive Session: Review and Discussion of RFQ Responses for Commissioning Services and Professional Engineering Services in accordance with Conn. Gen. Stat. §§1-200(6) and 1-210(b) (24).

Upon a motion made and seconded (Smith/Mazzochi) it was unanimously VOTED: to move to Executive Session for Review and Discussion of RFQ Responses for Commissioning Services and Professional Engineering Services in accordance with Conn. Gen. Stat. §§1-200(6) and 1-210(b) (24).

The committee moved to Executive Session at 7:05 P.M.

Open session resumed at 7:32 P.M.

7) To shortlist the final candidates for Commissioning Services.

Upon a motion made and seconded (Smith/Carrier) it was unanimously VOTED: to shortlist the following firms as final candidates for Commissioning Services:

- BVH Integrated Services
- Consulting Engineering Services
- Innovative Engineering Services
- Sustainable Engineering Services

8) To shortlist the final candidates for Professional Engineering Services.

Upon a motion made and seconded (Smith/Carrier) it was unanimously VOTED: to shortlist the following firms as final candidates for Professional Engineering Services:

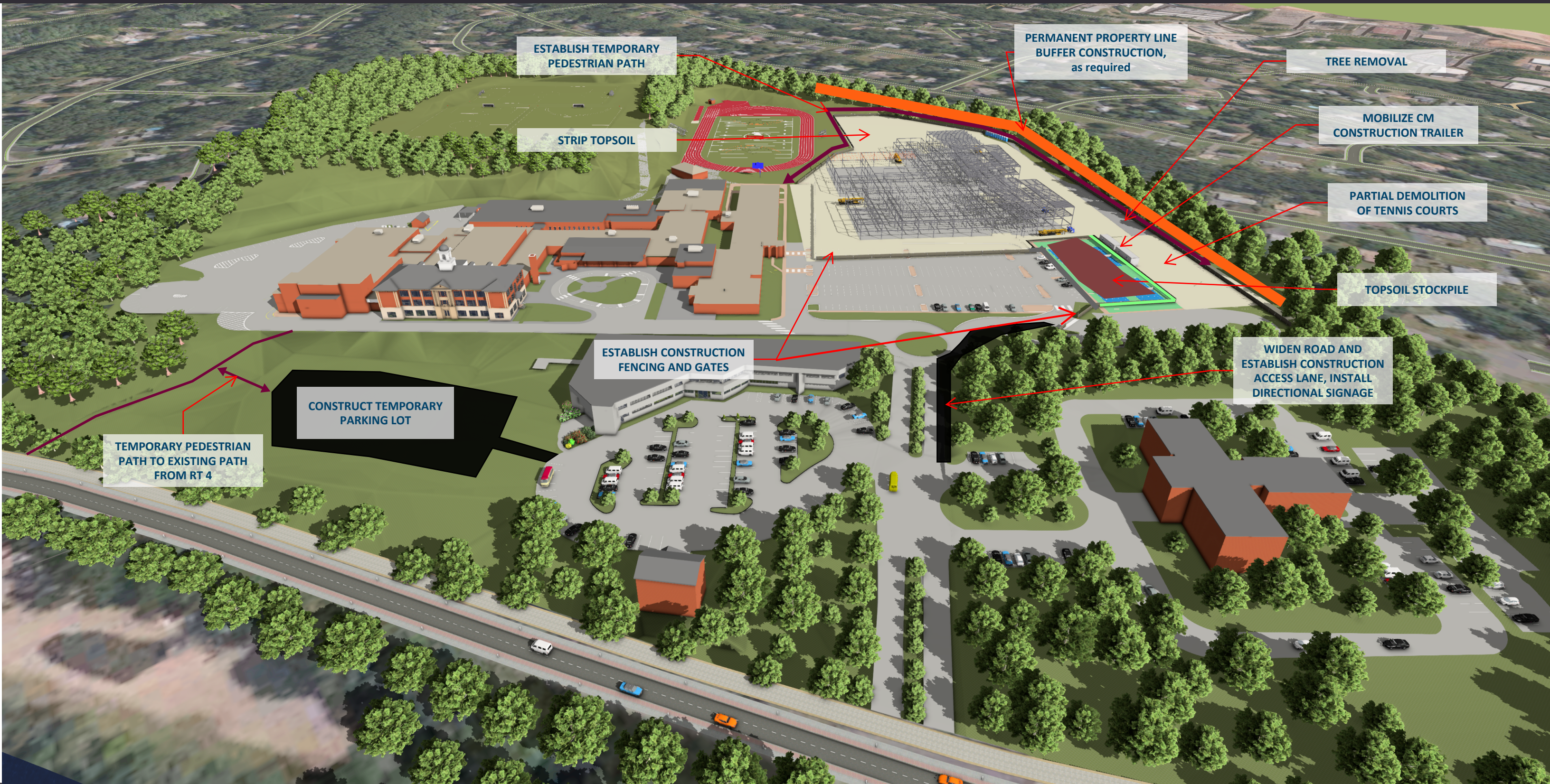
- Diversified Technology Consultants Inc.
- Russell and Dawson Inc.

H. Adjournment.

Upon a motion made and seconded (Ku/Siuta) it was unanimously VOTED: to adjourn at 7:35 P.M.

Respectfully Submitted,

Devon Aldave
Clerk of the Committee



ESTABLISH TEMPORARY PEDESTRIAN PATH

STRIP TOPSOIL

PERMANENT PROPERTY LINE BUFFER CONSTRUCTION, as required

TREE REMOVAL

MOBILIZE CM CONSTRUCTION TRAILER

PARTIAL DEMOLITION OF TENNIS COURTS

TOPSOIL STOCKPILE

WIDEN ROAD AND ESTABLISH CONSTRUCTION ACCESS LANE, INSTALL DIRECTIONAL SIGNAGE

ESTABLISH CONSTRUCTION FENCING AND GATES

CONSTRUCT TEMPORARY PARKING LOT

TEMPORARY PEDESTRIAN PATH TO EXISTING PATH FROM RT 4



FARMINGTON HIGH SCHOOL
SITEWORK ENABLING SCOPE OF WORK
NOVEMBER 29, 2021

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

Attachment B

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- Sept 2021
	11/1/2021	\$1,030.00 Professional Services- October 2021
	12/1/2021	\$1,030.00 Professional Services- November 2021
Invoice Total:		\$5,150.00
Remaining Balance:		\$44,296.00

TSKP Studio

Contract Amount- Central Office/Locker Room		\$215,000.00
Invoice Date	Invoice Amount	
	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
	11/1/2021	\$12,200.00 Professional Services- October 2021
Invoice Total:		\$49,400.00
Remaining Balance:		\$165,600.00

O&G

Contract Amount- Central Office/Locker Room		
Invoice Date	Invoice Amount	
	12/1/2021	Professional Services- October & \$3,384.62 November 2021
Invoice Total:		\$3,384.62
Remaining Balance:		

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
	9/1/2021	\$22,597.00 Professional Services- August 2021
	10/1/2021	\$22,597.00 Professional Services- September 2021
	11/1/2021	\$22,597.00 Professional Services- October 2021
	12/1/2021	\$22,597.00 Professional Services- November 2021
Invoice Total:		\$112,985.00
Remaining Balance:		\$971,662.00

TSKP Studio

Contract Amount- New FHS		\$5,125,000.00
Invoice Date	Invoice Date	
	8/9/2021	\$292,500.00 Professional Services- July 2021
	9/1/2021	\$292,500.00 Professional Services- August 2021
	10/1/2021	\$292,800.00 Professional Services- September 2021
	11/1/2021	\$292,800.00 Professional Services- October 2021
Invoice Total:		\$1,170,600.00
Remaining Balance		\$3,954,400.00

O&G

Contract Amount- New FHS		
Invoice Date	Invoice Date	
	12/1/2021	Professional Services- October & November \$35,000.00 2021
Invoice Total:		
Remaining Balance		

From: Jay Tulin <jayspay55@hotmail.com>

Sent: Friday, December 3, 2021 9:33 AM

To: Kathryn Krajewski <Krajewskik@farmington-ct.org>

Subject: Resubmitted comments for the FHS Building Committee

Agenda Item E-1

I have 2 concerns about the status of IHCD's involvement with TSKP in the design process for the new High School.

First and foremost, the Town of Farmington has made an investment in the inclusion of this consultant for good reason and second, it really is critical that if IHCD is to be effective in their role they need to be more involved than it appears and TSKP needs to be more accountable .

I'm looking for TSKP to either clarify or explain exactly when IHCD will be more involved in the design process. My understanding from the beginning of the discussion about including the consultant was that they should be included early on and that does not appear to be the case at least from what I'm getting from the Architect Reports. I believe I'm hearing that the plan is to bring something before the committee in early Spring but when does IHCD get to review and make suggestions?

On behalf of the Human Relations Commission, I would appreciate some clarification.

Thanks, Jay Tulin 39 Timberline Drive and Chair, Farmington Human Relations Commission

From: Kathryn Krajewski

Sent: Friday, December 3, 2021 4:33 PM

To: Jay Tulin <jayspay55@hotmail.com>

Subject: RE: Resubmitted comments for the FHS Building Committee

Agenda Item E-1

Hi Jay,

I received the following response from TSKP regarding IHCD's involvement and the plan for their involvement moving forward:

Our agreement with IHCD stipulates a number of reviews by IHCD at different stages of design – one for the SD phase, at least two for the DD phase, and two for the CD phase.

We sent the SD drawings to IHCD in September, immediately after authorizing them to proceed with their design reviews. TSKP followed up with a Zoom meeting with Valerie Fletcher and members of her review team on October 8th to discuss IHCD's 32 comments and recommendations. Valerie responded the next day with some resource material that we requested, including examples of all-gender bathrooms at other high schools. TSKP shared Valerie's examples of all-gender bathrooms with members of the Building Committee's Design Subcommittee. TSKP also prepared alternative bathroom layouts for subsequent discussion with the Design Subcommittee.

We are now in the DD phase of design, which is scheduled to run through February, 2022. During this period TSKP has reached out to Valerie to get her advice on clearances in the auditorium seating area. Our next step is to forward a progress set of drawings this month to IHCD to start their DD review. We will send another progress set to IHCD at the end of January for a second DD review.

The CD phase of design will be from March through July, 2022. At least two progress sets of CD drawings will be forwarded to IHCD during that period for IHCD's review.

Thanks,

Kat

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

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- Sept 2021
	11/1/2021	\$1,030.00 Professional Services- October 2021
	12/1/2021	\$1,030.00 Professional Services- November 2021
Invoice Total:		\$5,150.00
Remaining Balance:		\$44,296.00

TSKP Studio

Contract Amount- Central Office/Locker Room		\$215,000.00
Invoice Date	Invoice Amount	
	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
	11/1/2021	\$12,200.00 Professional Services- October 2021
	12/15/2021	\$12,200.00 Professional Services- November 2021
Invoice Total:		\$61,600.00
Remaining Balance:		\$153,400.00

O&G

Contract Amount- Central Office/Locker Room		
Invoice Date	Invoice Amount	
	12/1/2021	Professional Services- October & \$3,384.62 November 2021
Invoice Total:		\$3,384.62

Construction Solutions Group

Contract Amount- New FHS		\$1,084,647
Invoice Amount	Invoice Date	
	8/9/2021	\$22,597.00 Professional Services- July 2021
	9/1/2021	\$22,597.00 Professional Services- August 2021
	10/1/2021	\$22,597.00 Professional Services- September 2021
	11/1/2021	\$22,597.00 Professional Services- October 2021
	12/1/2021	\$22,597.00 Professional Services- November 2021
Invoice Total:		\$112,985.00
Remaining Balance:		\$971,662.00

TSKP Studio

Contract Amount- New FHS		\$5,125,000.00
Invoice Date	Invoice Date	
	8/9/2021	\$292,500.00 Professional Services- July 2021
	9/1/2021	\$292,500.00 Professional Services- August 2021
	10/1/2021	\$292,800.00 Professional Services- September 2021
	11/1/2021	\$292,800.00 Professional Services- October 2021
	12/15/2021	\$292,800.00 Professional Services- November 2021
Invoice Total:		\$1,463,400.00
Remaining Balance		\$3,661,600.00

O&G

Contract Amount- New FHS		
Invoice Date	Invoice Date	
	12/1/2021	Professional Services- October & November \$35,000.00 2021
Invoice Total:		
Remaining Balance		

MOTION:

Agenda Item G-1

To approve the attached invoice from Tall Timbers Marketing in the amount of \$4,225.00.

/Attachment



Tall Timbers Marketing LLC
 260 Tall Timbers Road
 Glastonbury, CT 06033

Invoice #
 12_10_21
Date: 12/10/2021

Sold to:
 Town of Farmington/FHS
 Building Committee
 Kathryn Krajewski
 Assistant Town Manager
 1 Monteith Drive
 Farmington, CT 06032

Customer ID: 1104-1

Customer PO	Payment Terms	Due Date
Signed Contract Aug 2021	Net 10 Days	12/242021

Description	Amount
PHASE II —Fall 2021 Newsletter Production Costs	
Print 11,750 copies: 4-color, 4-pages, coated stock (100 extra copies)	\$2700.00
Updated mailing List for all Farmington households	225.00
Fold and tab, address presort for post office, and delivery	<u>1300.00</u>
TOTAL	\$4225.00
Postage prepaid at Farmington Post Office by Farmington	

00

Please make payable to: Tall Timbers Marketing LLC

MOTION:

Agenda Item G-2

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

NOTE: This invoice is for professional services rendered regarding the Farmington High School design rendered through November 2021.

/Attachment

TSKP STUDIO

One Hartford Square West
146 Wyllys Street, Bldg 1-203
Hartford, CT 06106

INVOICE

Invoice Number: 190701-FHS-10
Date: December 01, 2021
Project Number: 190701-FHS

Town of Farmington

Attn: Kathryn Krajewski, Assistant Town Manager
1 Monteith Drive
Farmington, CT 06032

Farmington High School

For Professional Services Rendered Through: November 30, 2021

Fee Services

	Contract Amount	Percent Complete	Fee Earned	Prior Billings	Current Billings
Conceptual Design	\$115,000.00	100.00	\$115,000.00	\$115,000.00	\$0.00
Schematic Design	\$125,000.00	100.00	\$125,000.00	\$125,000.00	\$0.00
Enhanced Schematic	\$585,000.00	100.00	\$585,000.00	\$585,000.00	\$0.00
Design Development	\$1,464,000.00	60.00	\$878,400.00	\$585,600.00	\$292,800.00
Construction Documents	\$1,464,000.00	0.00	\$0.00	\$0.00	\$0.00
Bidding	\$268,000.00	0.00	\$0.00	\$0.00	\$0.00
Construction Admin.	\$1,344,000.00	0.00	\$0.00	\$0.00	\$0.00
	\$5,365,000.00		\$1,703,400.00	\$1,410,600.00	\$292,800.00
					\$292,800.00
				Invoice Total	\$292,800.00

MOTION:

Agenda Item G-3

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

NOTE: This invoice is for professional services regarding the Central Office/Locker Room Renovation rendered through November 2021.

/Attachment



One Hartford Square West
 146 Wyllys Street, Bldg 1-203
 Hartford, CT 06106

INVOICE

Invoice Number: 211602-FPS-5
 Date: December 01, 2021
 Project Number: 211602-FPS

Town of Farmington

Town of Farmington
 1 Monteith Drive
 Farmington, CT 06032

Farmington Public Schools - Central Office

For Professional Services Rendered Through: November 30, 2021

Fee Services

	Contract Amount	Percent Complete	Fee Earned	Prior Billings	Current Billings
Feasibility Study	\$5,000.00	100.00	\$5,000.00	\$5,000.00	\$0.00
Schematic Design	\$5,000.00	100.00	\$5,000.00	\$5,000.00	\$0.00
Enhanced Schematic	\$25,000.00	100.00	\$25,000.00	\$25,000.00	\$0.00
Design Development	\$61,000.00	60.00	\$36,600.00	\$24,400.00	\$12,200.00
Construction Documents	\$61,000.00	0.00	\$0.00	\$0.00	\$0.00
Bidding	\$12,000.00	0.00	\$0.00	\$0.00	\$0.00
Construction Admin.	\$56,000.00	0.00	\$0.00	\$0.00	\$0.00
	\$225,000.00		\$71,600.00	\$59,400.00	\$12,200.00
					\$12,200.00
				Invoice Total	\$12,200.00

MOTION:

Agenda Item G-4

Executive Session: Review and Discussion of RFP Responses for Commissioning Services and Professional Engineering Services in accordance with Conn. Gen. Stat. §§1-200(6) and 1-210(b) (24).

NOTE:

Executive Session: To review and discuss RFP Responses for Commissioning Services and Professional Engineering Services.

To adjourn the meeting to executive session as permitted by Connecticut General Statutes 1-200(6) and 1-210(b)(24).

Responses to any request for proposals or bid solicitation issued by a public agency or any record or file made by a public agency in connection with the contract award process, until such contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier, provided the chief executive officer of such public agency certifies that the public interest in the disclosure of such responses, record or file is outweighed by the public interest in the confidentiality of such responses, record or file;

That attendance in the Executive Session shall be limited to:

Voting and Non-Voting Members of the Farmington High School Building Committee
Representatives from TSKP Studio
Representatives from Construction Solutions Group
Representatives from O&G Industries

NOTE: Approval of this motion shall be by 2/3 vote.

MOTION:

Agenda Item G-5

To select _____ as the finalist for Commissioning Services.

NOTE: After executive session, the FHS Building Committee will return to public session and name a finalist.

MOTION:

Agenda Item G-6

To authorize the Town Manager and Professional Partnership Subcommittee to negotiate and sign a contract with the selected finalist for Commissioning Services.

NOTE: The selected firm will be contacted, and a meeting will be coordinated with the members of the Professional Partnership Subcommittee.

MOTION:

Agenda Item G-7

To select _____ the finalist for Professional Engineering Services.

NOTE: After executive session, the FHS Building Committee will return to public session and name a finalist.

MOTION:

Agenda Item G-8

To authorize the Town Manager and Professional Partnership Subcommittee to negotiate and sign a contract with the selected finalist for Professional Engineering Services.

NOTE: The selected firm will be contacted, and a meeting will be coordinated with the members of the Professional Partnership Subcommittee.