

Minutes
Farmington High School Renovation Committee
Wednesday, May 11, 2016

Present:

William Wadsworth
Justin Bernier
Johnny Carrier
Jean Baron
Hilary Donald
Dan Kleinman
Mecheal Hamilton

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

Absent:

Vincent La Fontan, School Business Manager

A. Call to Order.

The chair called the meeting to order at 4:32 p.m.

B. Public Comment.

David Quisenberry, from Quisenberry Arcari Architects, requested clarification from the Committee regarding their definition of schematic design for the purposes of the RFP. He provided a reference document from the American Institute of Architects that describes the schematic design phase services. The document provided is recorded with these minutes.

Pam Fisher, of 5 Jules Court in Unionville urged the committee for more publicity and more community outreach. She requested that information regarding the FHS Renovation be provided to voters and describe the project scope, cost and potential ramifications to the taxpayers. She believes that publicity on the FHS renovation project should begin sooner rather than later.

John Vibert, of 126 Main Street in Unionville asked the committee to look at all potential solutions as they put together a plan for renovation. He left the committee with a few thoughts: (1) think outside the box, and (2) the "FHS renovation project" does not have to be a singular project. For instance, splitting the renovations into a series of projects (auditorium, cafeteria, etc.) allows each project to have its own timeline and bonding can be spread over a number of years.

C. Minutes.

1) To approve the attached March 16, 2016 minutes.

Upon a motion made and seconded (Kleinman/Bernier) it was unanimously VOTED: to approve the March 16, 2016 minutes.

D. To review the attached Enrollment Projection Report.

Superintendent Kathy Greider summarized the new Enrollment Projection Report provided by Peter Prowda. A new enrollment projection was requested, as a report completed in 2011 did not prove to be an accurate indication of the enrollment experienced in Farmington Public Schools. A new enrollment projection was requested based on various factors and in response to the formation of the FHS Renovation Committee.

The current enrollment at FHS is 1,231 students. It is projected that FHS will maintain stable enrollment, averaging about 1,270 students over the next ten years, reaching its highest enrollment of 1,346 in 2020. Superintendent Greider expressed her excitement with enrollment projections trending upwards, as other surrounding Towns are experiencing decreased enrollment.

E. To review the RFP process and timeline.

Chairman Wadsworth reviewed the RFP process and timeline, as RFPs are due on May 17th. Committee members will be able to pick up RFP packets on May 18th and must inform Kat Howroyd on their method of delivery. Committee members will have one week to review and evaluate all proposals using the RFP Rating form.

F. To discuss and approve the RFP Rating Form.

The Committee had general discussion regarding the two samples for the RFP rating form. The committee unanimously agreed to select the RFP Rating form with the same amount of points for each criterion.

G. Other Business.

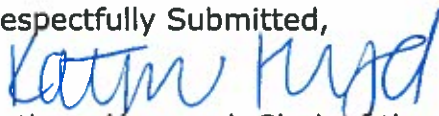
Superintendent Greider informed the committee that the NEASC Report for Farmington High School is available and will be distributed to Committee members at the next meeting.

The Committee meeting scheduled for May 18th has been cancelled. The next scheduled meeting is June 1, 2016 at 4:30 pm in the FHS Library.

H. Adjournment.

Upon a motion made and seconded (Carrier/Bernier) the meeting adjourned at 5:20 p.m.

Respectfully Submitted,



Kathryn Howroyd, Clerk of the Committee

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution made without the Architect's approval.

§ 3.1.5 The Architect shall, at appropriate times, contact the governmental authorities required to approve the Construction Documents and the entities providing utility services to the Project. In designing the Project, the Architect shall respond to applicable design requirements imposed by such governmental authorities and by such entities providing utility services.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 SCHEMATIC DESIGN PHASE SERVICES

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, and the proposed procurement or delivery method and other Initial Information, each in terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project, including the feasibility of incorporating environmentally responsible design approaches. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project's requirements agreed upon with the Owner, the Architect shall prepare and present for the Owner's approval a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider environmentally responsible design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain other environmentally responsible design services under Article 4.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3. **DETAILED OR CONCEPTUAL?**

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 DESIGN DEVELOPMENT PHASE SERVICES

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and

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