

Agenda
Farmington High School Renovation Committee
Wednesday, July 13, 2016
Farmington High School Library
4:30 PM

- A. Call to Order.
 - B. Public Comment.
 - C. Minutes.
 - 1) To approve the attached June 29, 2016 minutes.
 - D. Executive Session: Review and Discussion of RFP Responses for Architectural Services in accordance with Conn. Gen. Stat. §§ 1-200(6) and 1-210(b) (24).
 - E. To establish a subcommittee to negotiate the architectural firm's contract.
 - F. To review the committee's next steps.
 - G. Other Business.
 - H. 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, June 29, 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
Vincent La Fontan, School Business Manager
Meredith Trimble, Town Council Liaison
Kathryn Howroyd, Clerk of the Committee

A. Call to Order.

The chair called the meeting to order at 4:31 p.m.

B. Public Comment.

Pam Fisher, of 5 Jules Court in Unionville thanked the committee for their work to date. She shared her opinions of the presentations in regards to their suggestions and modifications to the auditorium. She highlighted the school's deficiencies, especially in the auditorium, bathrooms and cafeteria, using personal stories and experiences. She encourages the committee to think outside of the box.

C. Minutes.

1) To approve the attached June 22, 2016 minutes.

Upon a motion made and seconded (Kleinman/Baron) it was unanimously VOTED: to approve the June 22, 2016 minutes as amended (attached).

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

Upon a motion made and seconded (Kleinman/Carrier) it was unanimously VOTED: to move to Executive Session for the review and discussion of RFP Responses for Architectural Services at 4:40 p.m. with voting and non-voting members of the Farmington High School Renovation Committee present.

The committee returned to Open Session at 6:04 p.m.

E. To take any action on the selection of a final firm to provide Architectural, Design and Related Engineering services for Schematic

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Design and Preparation of a Construction Estimate for Renovations at Farmington High School.

Upon a motion made and seconded (Baron/Carrier), it was unanimously VOTED: that the committee recommends Kaestle Boos Associates as the architectural services finalist for due diligence follow-up. The committee has instructed Board of Education and Town staff to perform comprehensive due diligence, including but not limited to a thorough background review and reference checks. Once the due diligence review is complete, the findings of Board of Education and Town staff will be reported back to the committee.

Chairman Wadsworth clarified that the original design concepts presented by Kaestle Boos Associates do not represent the committee's final direction. The committee, along with the chosen architectural firm, will undertake a full public process, involving stakeholders and community members, to develop a recommended scope of work to meet Farmington High School's needs. Additionally, all RFP responses and accompanying design concepts belong to and can be utilized by the committee.

Chairman Wadsworth requested that the Town send letters of appreciation to the other firms thanking them for their work to this point.

Superintendent Greider summarized a letter received by Board of Education staff requesting a corrective action plan to address noncompliance issues. A copy of the letter is recorded with the minutes.

Tim Harris, Director of School Facilities, asked the committee if they would be interested in receiving more information from a Harvard University presentation on 21st Century learning. The committee expressed interest and Tim will coordinate a future presentation.

The next meeting is scheduled for July 13, 2016 at 4:30 in the FHS Library.

F. Adjournment.

Upon a motion made and seconded (Kleinman/Carrier) the meeting adjourned at 6:12 p.m.

Respectfully Submitted,
Kathryn Howroyd
Clerk of the Committee

Agenda Item C-1

Minutes are considered "DRAFT" until approved at next meeting

Minutes
Farmington High School Renovation Committee
Wednesday, June 22, 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
Vincent La Fontan, School Business Manager
Meredith Trimble, Town Council Liaison
Kathryn Howroyd, Clerk of the Committee

- A. Call to Order.**
The chair called the meeting to order at 3:30 p.m.
- B. Public Comment.**
None.
- C. Minutes.**
- 1) To approve the attached June 15, 2016 minutes.**
Upon a motion made and seconded (Bernier/Carrier) it was unanimously VOTED: to approve the June 15, 2016 minutes.
- D. Interview firms to provide Architectural, Design and Related Engineering Services for Schematic Design and Preparation of a Construction Estimate for Renovations at Farmington High School.**

The following firms made presentations regarding schematic design services at Farmington High School.

3:30 p.m. -4:30 p.m. Kaestle Boos Associates, Inc.

Chairman Wadsworth disclosed that he had a prior non-financial business relationship with Kaestle Boos Associates, Inc. He has no outstanding or upcoming projects with this firm and can exercise independent judgment. The committee did not feel there was a conflict.

4:45 p.m. - 5:45 p.m. Quisenberry Arcari Architects

Mr. Kleinman disclosed that he had a prior non-financial business relationship with Quisenberry Arcari Architects. He has no outstanding

Minute are considered "DRAFT" until approved at next meeting

or upcoming projects with this firm and can exercise independent judgment. The committee did not feel there was a conflict.

E. Other Business.

Chairman Wadsworth shared a letter from JCJ Architecture with the Committee in regards to their interview with the Committee on June 15, 2016. A copy of the letter is recorded with the minutes.

The committee had general discussion on the next steps and reached consensus to review and discuss the RFP responses and interviews for Architectural Services in executive session (per Conn. Gen. Stat §§ 1-200(6) and 1-210(b) (24)).

The next meeting is scheduled for June 29, 2016 at 4:30 in the FHS Library.

F. Adjournment.

Upon a motion made and seconded (Carrier/Donald) the meeting adjourned at 6:08 p.m.

Respectfully Submitted,
Kathryn Howroyd
Clerk of the Committee

JCJ ARCHITECTURE

June 20, 2016

Mr. William Wadsworth
Chair, Farmington High School Renovation Committee
c/o Farmington Board of Education
1 Monteith Drive
Farmington, CT 06032

JCJ80
CELEBRATING 80 YEARS

JCJ.COM

38 PROSPECT STREET
HARTFORD, CT 06103
TEL 860.247.9228
FAX 860.524.8067
HARTFORD@JCJ.COM

AN EMPLOYEE OWNED COMPANY

Re: Architectural, Design and Related Engineering Services for Schematic Design and Preparation of Construction Estimate for Renovations at Farmington High School

Dear Bill,

Thank you for the opportunity to present JCJ Architecture's credentials to the Farmington High School Renovation Committee last Wednesday. Our entire team thoroughly enjoyed the time we spent with you and appreciated the chance to get to better know the committee and the project. Your vision for a facility that will support and enhance the already outstanding program at the High School is a compelling one, and we believe that our experience and skills would be a perfect match to help you realize that vision. In particular, our extensive work in renovating high schools to support 21st century learning and our record of successful community engagement are aligned with your program and needs. If it would be helpful to your deliberations we would be happy to arrange site visits to any of our completed schools projects. The Waterford High School (renovation and addition) or the Fairchild Wheeler Multi-Magnet Campus (new) each illustrate the types of building programs, spaces, and site development anticipated at Farmington High School.

On a personal level, Steve, Jim, and I fondly remember the work we did with the Town on the creation of the West Woods Upper Elementary School and are proud that it continues to serve the community. We are honored that you are again considering JCJ Architecture as a partner and would welcome the opportunity to work with Farmington on this transformational project.

Sincerely,



James E. LaPosta, Jr. FAIA LEED AP
Principal, Chief Architectural Officer
JCJ Architecture

Agenda Item E



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION

June 25, 2016



Ms. Kathleen C. Greider
Superintendent of Schools
Farmington Public Schools
1 Monteith Drive
Farmington, CT 06032

Dear Superintendent Greider:

During the monitoring phase, the Connecticut State Department of Education is required to submit Connecticut's Civil Rights Compliance Monitoring Report to the Office for Civil Rights (OCR), U.S. Department of Education in Washington D.C. This report details Connecticut's efforts to monitor educational programs for compliance with federal and state civil rights legislation in an effort to ensure that all students are served equitably. Included in this report are your voluntary corrective action plan (VCAP) and supplemental information. The OCR, U.S. Department of Education, will review the letter of findings, the VCAP, and supplemental information and provide feedback.

The Farmington Public Schools is a recipient of federal financial assistance from the U.S. Department of Education. Since the findings and required corrective actions in the agency's letter of findings relate to violations of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Farmington High School is required to provide updates about the status of the noncompliance issues.

Please provide an updated VCAP that includes a specific and appropriate schedule for corrective actions or targeted completion dates (month/year) indicating completion in a reasonable time frame for all noncompliance issues. Please submit the VCAP on or before July 25, 2016, to:

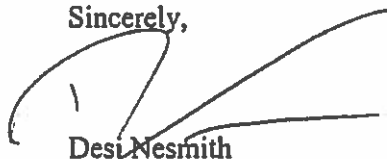
Dr. Adrian R. Wood
State Department of Education
Turnaround Office
165 Capitol Avenue, Room 344
Hartford, CT 06106

Ms. Kathleen C. Greider
June 25, 2016
Page 2

If an updated VCAP is not submitted, the matter will be reported to the U.S. Department of Education's Office for Civil Rights and the district may be deemed out of compliance with these laws.

If you have any questions about this requirement or need technical assistance, please feel free to contact Dr. Adrian R. Wood at 860-713-6795.

Sincerely,



Desi Nesmith
Chief Turnaround Officer

DN:awt

cc: Dr. Dianna R. Wentzell, Commissioner of Education
Ellen E. Cohn, Deputy Commissioner of Education
Dr. Adrian R. Wood, Civil Rights Compliance Officer

MOTION:

Agenda Item D

Executive Session – To review and discuss RFP Responses for Architectural Services in accordance with Conn. Gen. Stat. §§ 1-200(6) and 1-210(b)(24).

To adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 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 Renovation Committee

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

MOTION:

Agenda Item E

To establish a subcommittee to negotiate the architectural firm's contract.

NOTE: Per §53-4 of the Farmington Town Code, "Planning and construction process for building projects," The committee shall:

(2) Negotiate a contract or contracts with the selected architect. The architectural work will be contracted for in two phases. Phase one will consist of preresult services, including the preparation of schematic drawings and cost estimates, including structural site work, grading and drainage, presentations to Town boards and commissions and other services and costs as determined by the committee. Phase two services will complete the project through Town acceptance and final payment to the contractor(s). The phase two contract will include the architectural fees and expenses to take the project through the design development, contract document and administrative services phases during construction, including the preparation of bid documents and contract documents, the evaluation of bids and the determination of appropriate bonding, insurance and other soft costs. The contract(s) shall provide that the architect will not proceed beyond phase one services until the committee has issued a notice to proceed after the approval of funding for the entire project; and that the Town has no financial obligation beyond phase one fees and expenses if the project funding is not approved.

(3) Obtain from the architect a certificate attesting to the architect's errors and omissions insurance coverage that will be valid throughout the duration of the project.

MOTION:

Agenda Item F

To review the committee's next steps.

NOTE: Per §53-4 of the Farmington Town Code, "Planning and construction process for building projects," The committee shall:

(4) Request sufficient funds from the Town Council to pay for the architect's phase one services. Upon approval of such funding, the committee shall execute the contract with the architect for such services.

(5) Decide what type of owner's representative to use (if other than the architect) such as a clerk of the works, construction manager or general contractor. If a construction manager is to be used, the committee shall solicit proposals from qualified firms and negotiate services and fees for the pre- and post-referendum phases.

Attachment

**FHS Renovation Committee
July 13, 2016**

Agenda IKM F

COMMITTEE'S NEXT STEPS

TO DO	COMPLETED BY	COMPLETE
Background Check/Review of References	BOE/Town Staff	✓
Establish Subcommittee to negotiate contract	Committee	
Site Visit	Committee	
Contract Negotiation	Subcommittee	
Draft RFPs for Owner's Project Manager & Construction Manager	BOE/Town Staff	
Approve RFPs for Owner's Project Manager & Construction Manager	Committee	

UPCOMING MEETINGS

- July 13, 2016 **Committee Meeting**
Executive Session- Review and Discussion of RFP Responses for Architectural Services
Establish a subcommittee to negotiate architectural firm's contract
- July 27, 2016 **Committee Meeting**
- August 10, 2016 **Committee Meeting**
- August 24, 2016 **Committee Meeting**