

Minutes
Farmington High School Renovation Committee
Wednesday, July 27, 2016

Present:

William Wadsworth
Justin Bernier
Johnny Carrier
Hilary Donald
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
Kathryn Howroyd, Clerk of the Committee

Absent:

Jean Baron
Dan Kleinman
Meredith Trimble, Town Council Liaison

A. Call to Order.

The chair called the meeting to order at 4:33 p.m.

B. Public Comment.

None.

C. Minutes.

1) To approve the attached July 13, 2016 minutes.

Upon a motion made and seconded (Donald/Carrier) it was unanimously VOTED: to approve the July 13, 2016 minutes.

D. To review the attached draft RFP for an Owner's Representative and finalize timeline for distribution.

Town Manager Kathy Eagen summarized the scope of services and the purpose for the Owner's Representative RFP. Ms. Eagen also proposed editing the draft to clarify that, like the architect, the Owner's Representative will perform services up to referendum. She also requested removing "construction manager" from page 5 and page 6, as we will have a separate RFP for construction manager services.

Ms. Eagen also suggested the timeline for the RFP be as follows:
RFP Issued- August 6, 2016
Question Deadline- August 19, 2016
Question Responses- August 23, 2016

Proposal Due- August 31, 2016
Tentative Award Date- September 10, 2016

The Committee had general discussion regarding moving the tentative award date to later in September to allow for proper review of the RFPs and presentations from finalists.

Chairman Wadsworth clarified that we will ask the Owner's Representative to provide both a pre and post referendum fee. He also proposed the following changes:

- Page 2- replace "The selected individual or firm will enter into a contract with the Farmington High School Building Committee" with "The selected individual or firm will enter into a contract with the Town of Farmington."
- Page 4- add tracking of shop drawings, safety manuals and long lead items to the list of critical project elements. Tim Harris requested adding "RFP" to the list as well.
- Page 5 #25- add "Bring out unsafe practices in the field."
- Page 5- add #26: "Monitor work being performed in the field and report to responsible parties."

Upon a motion made and seconded (Bernier/Carrier) it was unanimously VOTED: to accept the RFP as amended and proceed with the formal RFP process.

E. Other Business.

1) Site visit(s)

Town Manager Eagen asked that Superintendent Greider's office include the committee on site visits to schools where work has been performed by Kaestle Boos Associates. Town Manager Eagen explained that now is the time to perform site visits before the visioning process begins over the next months. She also asked if additional meetings should be scheduled by the Board of Education to begin working on the completion of the educational specifications. Superintendent Greider explained that she has placed proactive agenda items regarding the FHS Renovation Committee for Board of Education Meetings. She also expressed that she would like to talk to the architects to determine what will be required for the educational specifications.

2) Upcoming Schedule

The meeting scheduled for August 10, 2016 has been cancelled. The next FHS Renovation Committee meeting is scheduled for August 24, 2016 at 4:30 in the FHS Library. An updated meeting schedule will be sent to committee members and posted on the Town's website.

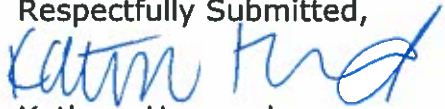
F. Executive Session: Review and Discussion of RFP Responses for Architectural Services in accordance with Conn. Gen. Stat. §§ 1-200(6) and 1-210(b) (24).

Chairman Wadsworth elected to defer the Executive Session until the next meeting when all members are present. He did inform the Committee that the subcommittee for contract negotiations had a good meeting with Kaestle Boos Architects on July 22, 2016.

G. Adjournment.

Upon a motion made and seconded (Carrier/Bernier) the meeting adjourned at 4:51 p.m.

Respectfully Submitted,



Kathryn Howroyd
Clerk of the Committee