

Agenda
Farmington High School Renovation Committee
Wednesday, September 7, 2016
Farmington High School Library
4:30 PM

- A. Call to Order.
 - B. Public Comment.
 - C. Minutes.
 - 1) To approve the attached August 24, 2016 minutes. **(Attachment 1)**
 - D. To discuss and approve the RFP Rating Form for the Construction Manager RFP. **(Attachment 2)**
 - E. To authorize the Town Manager to sign an agreement with Kaestle Boos Associates, Inc. for pre-referendum architectural services.
 - F. Other Business.
 - 1) Reminder of Site visit- September 14, 2016 at 11:30 AM
 - 2) Reminder of Visioning Dates- September 9th, 16th and 17th
(Attachment 3)
 - G. Executive Session: Review and Discussion of RFP Responses for Owner's Representative Services in accordance with Conn. Gen. Stat. §§ 1-200(6) and 1-210(b) (24).
 - H. To select three (3) firms to interview for Owner's Representative Services on September 19, 2016.
 - I. Adjournment.
- cc: Committee Members
Paula Ray, Town Clerk
Interested Parties

MOTION:

Agenda Item G

Executive Session – To review and discuss RFP Responses for Owner’s Representative 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.

Minutes are considered "DRAFT" until approved at next meeting

Minutes
Farmington High School Renovation Committee
Wednesday, August 24, 2016

Present:

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

Kathy Eagen, Town Manager
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:

Johnny Carrier
Kathy Greider, Superintendent
Meredith Trimble, Town Council Liaison

A. Call to Order.

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

B. Public Comment.

None.

C. Minutes.

1) To approve the attached July 27, 2016 minutes.

Upon a motion made and seconded (Kleinman/Donald) it was VOTED:
to approve the July 27, 2016 minutes.

Adopted.

5 voted in favor, 0 opposed and 1 abstained.

D. To discuss and approve the RFP Rating Form for the Owner's Representative RFP.

Upon a motion made and seconded (Kleinman/Bernier) it was unanimously
VOTED: to approve the RFP Rating form for the Owner's Representative RFP.

E. To review the attached draft RFP for Construction Manager and finalize timeline for distribution.

Minutes are considered "DRAFT" until approved at next meeting

Upon a motion made and seconded (Kleinman/Baron) it was unanimously VOTED: to approve the draft RFP for Construction Manager and issue the RFP on August 27, 2016.

F. To discuss the timeline and process for the Owner's Representative and Construction Manager RFPs.

The committee members reviewed the timeline and process for the Owner's Representative and Construction Manager RFPs. Tim Harris questioned the tentative timeline for Construction Managers the week of September 26th indicating that it does not give the finalists much time to prepare for an interview. The timeline for Construction Managers will be evaluated and a new calendar will be distributed to the committee.

G. Other Business.

1) Site visit- September 14, 2016 at 11:30 AM

Kathryn Howroyd reported that four committee members will be attending the tour of Bay Path Regional Vocational Technical High School in Charlton, MA. Town Manager Kathy Eagen informed the committee that we have the ability to schedule additional tours for members who are not able to attend this one.

2) Owner's Representative Interview Date- September 19, 2016 at 4:30 PM in FHS Library

Kathryn Howroyd reported that seven firms have expressed interested in the Owner's Representative RFP. The committee had general discussion regarding the interview process and it was determined that three finalists will be chosen for a 45 minute interview on September 19, 2016, beginning at 4:30 pm in the FHS Library.

3) Visioning Dates- September 9th, 16th and 17th

1. Marketing

Vince La Fontan summarized the agendas for the visioning sessions that will be held on September 9th, 16th and 17th. Day 1 and day 2 are primarily for school administration, staff and students to review the needs of the school and the future of learning at Farmington High School. The first day agenda calls for a discussion of 21st century schools and learning, curriculum integration and student learning modalities where the second day transitions into a discussion of the facility and what is required to support the educational needs of Farmington students. The third visioning day will be open to the public and is an opportunity for community members to provide input, feedback and share their ideas. Town staff is working on a marketing campaign will include a letter sent to all residents. Jean

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Baron noted that this is the beginning of the process and there will be additional opportunities for community involvement.

After the three days of visioning, the architects will begin working on designs for three concepts to present to the FHS Renovation Committee. The committee will be presented two designs for renovations/additions and one for a new school on the current site (per State requirements for school project reimbursement). The committee will evaluate the options and engage the community once again. According to a preliminary timeline provided by Kaestle Boos, the design concepts should be complete in December 2016/January 2017.

H. 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 informed the committee that a contract with Kaestle Boos has not been completed but it is anticipated the final contract will be received before the next meeting. The committee will review the contract in executive session at that time.

I. Adjournment.

Upon a motion made and seconded (Kleinman/Baron) the meeting adjourned at 5:14 p.m.

Respectfully Submitted,

Kathryn Howroyd
Clerk of the Committee

INCORPORATED 1645



**RFP Rating Form
Construction Management Services**

Name of Firm: _____

Criteria	Maximum Points	Firm Score
Demonstrated experience as a construction manager on projects similar in size and scope.	10	_____
Ability to work collaboratively with towns, school boards, building committees, architects and owner's representatives.	10	_____
Successful project experience with state audits of completed projects.	10	_____
Demonstrated understanding of the project and its methodology. Identifies a description of the proposed technical approach to the project, including cost control methods.	10	_____
Clearly outlines firm's current and future workload and has the ability to provide this project the attention it requires.	10	_____
Provides a detailed fee proposal and scope of services to assist the Town in the planning process prior to referendum as well as an anticipated fee for the construction phase of the FHS Renovation project.	10	_____
Total	60	_____

Prepared By: _____
Printed Name of Committee Member

Signature of Committee Member: _____ Date: _____





the

Farmington Town Letter

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1 Monteith Drive • Farmington, CT 06032
www.farmington-ct.org

SAVE THE DATE!!

*MEMBERS OF THE FARMINGTON COMMUNITY ARE INVITED TO
ATTEND A PLANNING WORKSHOP
TO DISCUSS THE RENOVATION OF
FARMINGTON HIGH SCHOOL*

The Town of Farmington, Farmington Public Schools and the Farmington High School Renovation Committee invite all community members to attend a public planning workshop to create a vision for the future of Farmington High School's facility. The workshop will take place on Saturday, September 17, 2016 from 9am to 12pm at the Community/Senior Center located at 321 New Britain Ave, Unionville, CT.

Please come, listen, and share your ideas with friends and neighbors as we discuss the need for renovation and the future of learning in Farmington. The goal of this workshop is to hear from you-Farmington residents. Tell us what's important to you, what changes should be made, and how you think the school should be designed. This is the beginning of a full public participation process, involving all stakeholders and community members to help develop a recommended scope of work to meet Farmington High School's needs.

Everyone's voice matters; no prior knowledge or experience necessary! Please join us and bring a friend for an upbeat, informational session to help us determine the future of Farmington High School's facility. Interested participants should register at www.farmington-ct.org or by calling 860.675.2350.

More information on the Farmington High School Renovation Committee can be found at www.farmington-ct.org under the Government Tab.





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FARMINGTON HIGH SCHOOL RENOVATION COMMUNITY PLANNING WORKSHOP

WHEN

Saturday, September 17, 2016
9am-12pm

WHERE

Community/Senior Center
321 New Britain Avenue
Unionville, CT 06085

WHO

All Farmington community members are encouraged to attend. Please register at www.farmington-ct.org or by calling 860.675.2350