

Minutes  
Farmington High School Renovation Committee  
Wednesday, September 21, 2016

**Present:**

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

Kathy Eagen, Town Manager  
Russ Arnold, Director 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:**

Mecheal Hamilton  
Kathy Greider, Superintendent  
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.**

Pam Fisher, 5 Julles Court in Unionville thanked the committee for their work on the community visioning day and believed the turnout was wonderful as well as the committee's presence at the Farmington High School open house.

Meredith Trimble, Town Council Liaison, thanked the committee members and staff on behalf of the Town Council for their tremendous work and effort. The thorough and thoughtful way the committee approaches every action is appreciated and has not gone unnoticed.

**C. Minutes.**

**1) To approve the attached September 7, 2016 minutes.**

Upon a motion made and seconded (Carrier/Baron) it was unanimously VOTED: to approve the September 7, 2016 minutes.

**D. To authorize the Town Manager to sign an agreement with Kaestle Boos Associates, Inc. for pre-referendum architectural services.**

Town Manager Kathy Eagen explained that the contract with Kaestle Boos Associates, Inc. is a Modified AIA Document. Exhibit A, which was provided to committee members, defines the scope of services for pre-referendum services. A copy of Exhibit A is recorded with these minutes. The compensation for these services is \$89,200.

Upon a motion made and seconded (Kleinman/Carrier) it was unanimously VOTE: to authorize the Town Manager to sign an agreement with Kaestle Boos Associates, Inc. for pre-referendum architectural services.

**E. Executive Session: Review and Discussion of RFP Responses for Owner's Representative and Construction Management 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 Owner's Representative and Construction Management Services 4:37 p.m. with voting and non-voting members of the Farmington High School Renovation Committee, as well as representatives from Kaestle Boos Associates in attendance.

Dan Kleinman stated for the record that his law firm, Hinckley Allen, has represented several applicants for the Construction Manager position and he will recuse himself from any discussion, deliberation and voting for the selection of a finalist.

The committee returned to open session at 5:34 p.m.

**F. To select firms to interview for Construction Management Services on October 5, 2016.**

Dan Kleinman recused himself from the vote.

Upon a motion made and seconded (Baron/Carrier) it was unanimously VOTED: to select FIP Construction, Fusco Corporation and O and G International to interview for Construction Management services on October 5, 2016.

**G. To take any action on the selection of a finalist to provide Owner's Representative Services.**

Upon a motion made and seconded (Baron/Carrier) it was unanimously VOTED: to select Colliers International as finalist for Owner's Representative Services.

**H. To establish a subcommittee to negotiate a contract with the selected Owner's Representative.**

Upon a motion made and seconded (Bernier/Donald) it was unanimously VOTED: to establish a subcommittee to negotiate a contract with Colliers International.

The subcommittee will include Chairman Wadsworth, Hilary Donald, Johnny Carrier and Dan Kleinman.

**I. Other Business.**

Jean Baron asked Meredith Trimble to inform the Town Council that the community workshop event was extremely successful and is a reflection of the hard work of the committee and staff.

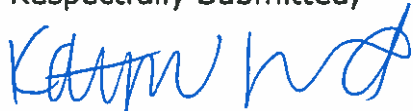
Chairman Wadsworth shared the event schedule where committee members have been invited to provide information about the FHS renovation project:

- September 21- West Woods Upper Elementary School 6<sup>th</sup> Grade Curriculum Night
- September 22- Irving A. Robbins Middle School Open House
- September 22- East Farms Family Picnic
- September 25- Unionville Festival
- September 28- West District School PTO Welcome Back

**J. Adjournment.**

Upon a motion made and seconded (Carrier/Bernier) the meeting adjourned at 5:44 p.m.

Respectfully Submitted,



Kathryn Howroyd

Clerk of the Committee

## PRE-REFERENDUM INITIAL SCOPE OF SERVICES/DELIVERABLES

1. Kaestle Boos Associates Inc. ("KBA") will provide Educational Planning and Visioning Services in collaboration with Dr. Frank Locker, Frank Locker Educational Planning. These services will form the basis for the development of the Educational Specification for the reconstruction and additions to the Farmington High School. It is the responsibility of Farmington Public Schools to complete the Educational Specifications; however, KBA will provide support and assistance in the development and completion of the Educational Specifications. The three day visioning process has been scheduled for September 9<sup>th</sup>, 16<sup>th</sup> and 17<sup>th</sup> and will be followed by a formal report to the Farmington Public Schools.
2. KBA in collaboration with Owner will utilize the Educational Specifications to develop concept designs for the review and consideration of the Owner, the Owner's Project Manager (OPM) and the Owner's Construction Manager (CM). KBA will provide two design approaches that depict addition and renovation alternatives and one design for a standalone new building. Each design scheme will be budgeted to an order of magnitude necessary to determine the most suitable preferred option that is in the Owner's best interest and the one that truly represents a design that will transform the Farmington High School into 21<sup>st</sup> Century learning environment.
3. KBA will then develop schematic documents of the preferred option sufficient for budgetary purposes in support of referendum efforts. Farmington shall engage following additional project/construction professionals to assist with the Architect's services:
  - Owner's Project Manager (OPM)
  - Construction Manager (CM) in an "at risk" role

The Architect's compensation is based upon the provision of two schematic designs as described above. However, in the event that the OPM and/or the CM have schematic design requirements not previously anticipated or at variance with the above the Architect may be compensated for Additional Services in accordance with the contract.

4. KBA shall provide the following deliverables:
  - **Architecture Interior Design:** Floor Plans, Space Planning (Auditorium, Cafeteria/Kitchen, Media Center, Learning Commons, Specialty Rooms, Alternative High School, Farmington Public Schools Administration etc.), Roof Plan, Building Elevations, Building Sections, Typical Wall Sections, Finish Schedule and Outline Specifications. Also included are Construction Phasing Plans
  - **Landscape Architecture/Site Design:** Site Plans, Grading Plans, Typical Details and Outline Specifications. Also included are Construction Phasing Plans for each design option proposed.
  - **Mechanical/Electrical/Plumbing/Fire Protection (MEP/FP)\*:** Written Narrative supported by overall floor plans and typical system diagrams that will define the extent and characteristics of MEP/FP installations along with Outline Specifications. Also included are Construction Phasing Plans

*\*At the Owner's request we are proposing BVH Integrated Services as our new MEP/FP/Technology Consultant.*

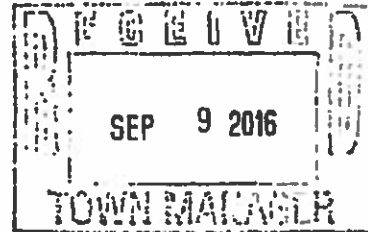
- **Technology:** Narrative supported by typical system diagrams that will define the extent and characteristics of the proposed Technology Installation along with Outline Specifications
  - **Civil Engineering:** Site plans, boring plan and typical details of relevant systems sufficiently developed to support budgeting
  - **Structural Design:** Floor Plans, Foundation Plans, Roof Plan, Building Sections, Typical Wall Sections and Details and Outline Specifications, structural viability of 1928 building.
  - **Food Service Design:** Floor Plans and Outline Specifications
  - **Acoustical:** Narrative supported by Floor/Ceiling Plans, descriptive system diagrams and an Outline Specification
  - **Security:** Narrative supported by typical system diagrams that will define the extent and characteristics of the proposed Security Installation along with Outline Specifications
  - **Theater Design:** Floor plans, Details and Outline Specifications in support of the proposed reconstruction of the existing Auditorium
  - **Furniture, fixtures and Equipment (FF&E):** Budgeting
  - **Cost Estimating:** Coordination and review with the Owner's CM
5. **Reimbursable Expenses:** Other than out of state travel all other miscellaneous expenses such as mailing and telephone are included.
6. **Meetings:** All relevant meetings in support of the pre-referendum process are included.
7. **Services to be provided by the Owner:**
- Site and Topographic Surveys
  - Geo-technical Surveys/Soils Engineering
  - Environmental Surveys, Testing and Remediation Design (HazMat, Radon, etc.)
  - Traffic Surveys and Related Design Services
  - Wetlands Survey, testing and Remediation Design
8. **Cost Estimating:** The estimating services shall be provided by the Owner's Construction Manager. The Architect shall, however, cooperate and assist the Construction Manager in developing a cost of the Work estimate.



TOWN OF CLINTON, CONNECTICUT

September 6, 2016

Mr. William Wadsworth  
Building Committee Chairman  
Town of Farmington  
1 Monteith Drive  
Farmington, CT 06032



Dear Mr. Wadsworth,

My name is Gerald Vecce. I am the chairman of the Morgan School Building Committee. On Sunday, August 28, 2016, we celebrated the completion of our project with a ribbon cutting ceremony and open house. Over a thousand were in attendance.

The project was completed on time and under budget. Much of the credit for this accomplishment must go to the construction manager we hired, FIP Construction.

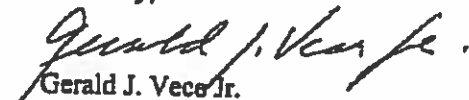
Bill Hardy worked closely with the architect and building committee from the onset of the design development stages to ensure accurate cost estimates were provided and the project would stay within our budget. Bill and his staff were very helpful in identifying cost saving measures that would help the town afford the best possible building that our budget would allow. The team from FIP delivered on time and accurate cost estimates throughout the design phases. The bid process went smoothly and was administered in a professional manner.

During the construction phase the team was always prepared and extremely responsive to the project's needs. Most importantly, the FIP staff worked as a team with the project's other key personnel to overcome any obstacles we encountered.

We are grateful for their quality of service and commitment to the project. It was a pleasure working with the dedicated staff provided by FIP. I would not hesitate to recommend FIP for your construction project.

I would like to invite you to a site visit at your convenience. Please do not hesitate to contact me.

Sincerely,

  
Gerald J. Vecce Jr.  
The Morgan School  
Building Committee Chairman

54 EAST MAIN STREET, CLINTON, CONNECTICUT 06413

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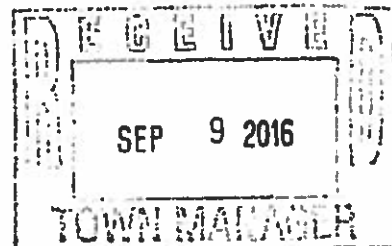




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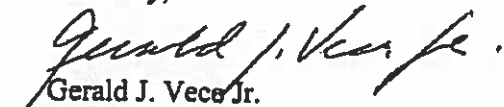
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