

Stratford High School Building Renovations Sub-Committee

Meeting Minutes

October 19, 2015

❖ CALL TO ORDER

The regular meeting of the Stratford High School Building Renovations Sub-Committee was called to order at 5:32 pm, on October 19, 2015, in Stratford High School Guidance Conference Room, by Ken Poisson, Town Council

❖ PRESIDING

Ken Poisson, Town Council (until approximately 5:37 when Chairman Llewelyn arrived)

❖ BUILDING SUB-COMMITTEE MEMBERS PRESENT

Mr. Bob Chaloux BOE, SHS Principal Jack Dellapiano, Town Councilman Mr. Jason Santi BNC, Mr. Dan Senft BNC, Mr. Clarence Zachery BOE COO, Mr. Len Petrucelli BOE/BNC, Town Councilwoman Ms. Stephanie Philips BNC, Mr. Alan Llewelyn Chairman/BNC

❖ BUILDING SUB-COMMITTEE MEMBERS ABSENT

Mr. Eric Lazaro

❖ OTHERS IN ATTENDANCE

Superintendent Janet Robinson, Town Engineer John Casey, Town of Stratford Dan Wakeling, IES Richard Camara, Turner Project Executive Ty Tregellas, Antinozzi President Paul Antinozzi, Antinozzi Vice President George Perham, Antinozzi Project Manager Bill Mead, Antinozzi Senior Project Architect Lisa Yates, CREC Assistant Director Lenell Kittlitz, CREC Project Manager Richard Snedeker, CREC Project Controls Manager Brian Greenleaf

❖ OPENING REMARKS

Ken Poisson opened the meeting by thanking everyone for their hard work and that the beginning of the meeting will be an informational meeting until quorum is met.

INFORMATIONAL MEETING

4. STATUS OF ANTINOZZI ASSOCIATE'S AMENDMENT NO. 7 TO THEIR CONTRACT (TABLED PREVIOUSLY)

- **Hiring of an Independent Cost Estimator**

Richard Snedeker: George Perham says that Amendment 7 is not ready yet.

Paul Antinozzi: Given the time constraints there were two proposals that were presented to Antinozzi. The proposals were not significantly different from each other in regards to cost. Antinozzi awarded the contract to the lowest qualified bidder for approximately \$90,000. The other estimate was reported as approximately \$95,000.

Brian Greenleaf: Although the independent estimator was not in Antinozzi's original contract it was included in the master budget. Antinozzi will add the independent estimator's contract to amendment 7 of their contract.

QUORUM IS MET APPROXIMATELY FIVE MINUTES INTO THE DISCUSSION

Richard Snedeker: Rich briefs the late-arriving Building Renovations Subcommittee (BSC) members on what occurred in the first five minutes of the meeting.

Alan Llewelyn took over chairing the meeting

2. APPROVAL OF AGENDA

Alan Llewelyn: Requested a motion to approve the agenda

Clarence Zachery: Motioned to approve the agenda

Bob Chaloux: Seconded, all were in favor

3. APPROVAL OF SEPTEMBER 21, 2015 REGULAR MEETING MINUTES

- **Draft Letter from Paul Hoydick to Mayor – Communications Protocol (Carried forward due to Alan’s absence from the September meeting, attached)**

Alan Llewlyn: Requested a motion to approve the meeting minutes

Clarence Zachery: Motioned to approve the meeting minutes

Jack Dellapiano: Seconded, all were in favor

Discussion:

Ken Poisson: Asked if the draft letter to the Mayor from Paul Hoydick was ever sent to the Mayor from Paul Hoydick?

Richard Snedeker: Rich noted that two meetings ago the Subcommittee passed a motion to establish himself as the point of contact regarding the SHS project. Rich since forwarded a draft letter to Alan Llewelyn to forward to BNC Chairman Paul Hoydick to sign and send to the Mayor, but received no response. The letter served to establish that all communication begins with Rich Snedeker, CREC’s project manager and Stratford’s representative.

Alan Llewelyn: Once CREC has been established as the main contact all information should flow more smoothly to all appropriate parties. We will follow-up with Chairman Hoydick.

4. STATUS OF ANTINOZZI ASSOCIATE’S AMENDMENT NO. 7 TO THEIR CONTRACT (TABLED PREVIOUSLY)

- **Hiring of an Independent Cost Estimator**

George Perham: No update on Amendment 7

5. **MEETINGS WITH TOWN DEPARTMENTS RECAP (CREC, ANTINOZZI)**

• **Preliminary 8-24 Review Meeting Held 10/7**

Richard Snedeker: The meeting minutes for this preliminary Planning Commission meeting were sent out on October 16th. The questions that were asked from Town Planning were very broad. They spoke of the different variances that the project will have to face. A Special Planning Commission meeting for the SHS 8-24 review will be scheduled for November 12th.

Paul Antinozzi: Antinozzi has initiated meetings with the school personnel. Jack Dellapiano has started engaging with security and the Lieutenant of police in regards to security.

Early Childhood Development

Discussions have been initiated.

Information Technology

Discussions with the director of technology Ed Molloy have been initiated. Ed Molloy will provide the technology expectations and requirements that Stratford expects. Antinozzi will design the backbone of the system.

English, Math, Science

The department heads have all been contacted to learn what the needs are for them in their new classrooms.

Antinozzi is looking for equipment needs and power utility needs when speaking to the school staff.

ALPHA, School Nurse, Custodians

On the list to be interviewed next. Also the Building Official and the Fire Marshal.

6. PRESS RELEASES (10/9 PRESS ALERT ATTACHED)

- **Who should be releasing them?**
CREC can prepare, but should they come from the Town/BOE?
- **What/who is the FMI contact?**
We now have a number established, do we continue to use it?
- **Two weeks minimum prior to the event, a final draft should be ready.**

Richard Snedeker: Rich and Alan drafted the press release for the Public Presentation and it was reviewed by CREC's Communications Department. Rich and Alan continued making edits after it was received back from CREC's Communications Department ensuring all information presented was correct.

Rich suggested that in the future drafts of press releases should be completed two weeks prior and should be released by Stratford. Through continued discussion, it was determined that Rich will send press releases to Marc Dillion (Mayor's Office Chief of Staff), and also Teresa Lycoudes (in the Superintendent's office), and carbon copy Alan.

Clarence Zachery: The BOE "FMI" number that was established for this press release will remain available for future press releases.

7. COMMISSIONING AGENT STATUS (CREC)

- **Owner's Project Requirements (OPR) Questionnaires Distributed**
- **OPR meeting scheduled Friday 10/23 at 1:00 pm in Town Hall Room 213**

Rich Snedeker: SES is the commissioning agent for Stratford High School and the contract is ready to be signed. Since the same firm was also the CxA for the Victoria Soto School, SES shared that Town contract with CREC's attorneys.

Alan Llewelyn: Asked if the contract sharing with CREC's attorneys simplified the process?

Rich Snedeker: Yes, it's already nearly 100% complete, a lot less legal time on this contract.

Rich sent the Owner's Project Requirements questionnaires to all appropriate parties to be filled out. If there are any questions that one cannot answer please leave it blank. All questions will be reviewed at the Owner's Project Requirements meeting October 23, at 1 pm, in the Stratford Town Hall.

8. PUBLIC PRESENTATION TONIGHT

- **7:00 SHS Auditorium (Agenda attached)**

Rich Snedeker: There is an agenda provided for the public presentation inside tonight's BSC Agenda package. We have 50 copies to be handed out tonight.

Paul Antinozzi: Paul presents a mockup of what will be presented tonight at the public presentation. He will commence by presenting what currently exists today and proceed by showing the extent that the school will lay on both sides of King Street and be connected with a pedestrian bridge. Paul will proceed to explain that the project will be executed in phases, and why. The presentation solely serves to update the public on what the exterior aesthetics of the building are and what types of programs will be held within the high school.

Richard Snedeker: Rich updates the Renovations Subcommittee that the State will not reimburse the Media Center that was proposed to be constructed over King Street. They will reimburse the cost of the pedestrian bridge that was presented to them some time ago by CREC but the State will not reimburse construction that is not within the school's property lines.

Clarence Zachery: Anything within the property line is reimbursable and anything outside of the property line is not reimbursable.

Paul Antinozzi: Paul continues to present the Public Presentation mock up, and assured the BSC that the media center will still be good architecturally, it is currently proposed to be constructed over the main entrance of the West building.
Phase 1 consists of constructing the new building on the West of King Street. This building contains academics, administration, security, etc...

Phase 2 will serve to demolish most of the existing building while the students are occupying the new West Building.

Phase 3 will serve to renovate the portion of the building that remains.

Jack Dellapiano: Is there safe access planned for the students between Phase 2 and Phase 3?

Paul Antinozzi: Yes, we will design temporary safe access.

Ken Poisson: In the public presentation are you asking them for an opinion?

Paul Antinozzi: No, we will be discussion our two different approaches to the project, classical and modern.

Ken Poisson: It would not be a good idea to pose questions regarding their opinions based on the design.

Ty Tregellas: Ty presents to the Renovations Subcommittee what he will present to the public.
The West building will be constructed during Phase 1. During the summer of Phase 1, renovations will be taking place to create the classroom layout on the second floor of the East building. During the second phase we lose a secondary means of egress which will lead Turner to create a temporary corridor from the new corridor that will lead to a temporary stair. In Phase 2a demolition begins and the auto, wood, and tech shops will be renovated and one new locker room will be created in the existing to remain area. Both locker rooms can't be done at the same time so the second will be done in the last phase of construction. Phase 3 overlaps with Phase 2 at the end of the summer. The last phase will focus on the fitness and weight rooms which might not be finished until some time into the school year, but the gym will be available so the Phys. Ed. program should be okay.

Jack Dellapiano: Do you see any problems with abatement?

Ty Tregellas: The abatement will be executed in the summer while the students are on break. School in session abatement will not occur. Two shifts might be working during the summer to get abatement

completed prior to the student's arrival back to school. In Turner's opinion, this project is not a likely candidate to get DPH approval to conduct abatement activities while school is in session.

He goes on to describe the Pre-construction schedule, including necessary state approvals.

Alan Llewelyn: Asked if Ty's presentation will touch on local contractor usage and Turner's plans for outreach to ensure local contractor participation?

Ty Tregellas: CHRO requires that 25% of the contracts be awarded to small business companies and 6.25% of the 25% are minority or woman owned companies. The CHRO process has not yet been fully developed so Turner will do their due diligence to solicit work to small businesses, minority and women owned companies. Turner will reach out to encourage local companies to participate. Turner will also solicit bids from the local companies, but because this is a public bid project they cannot steer work to other than the low bidders.

Brian Greenleaf: All construction bids are subject to the lowest qualified bid. The design team is having ongoing discussions on how to strategize the bidding phase of this project.

Richard Snedeker: The phasing graphics aren't clear in the PowerPoint so they will be uploaded onto the project website.
www.stratfordhighproject.com

Jack Dellapiano: Asked about summer programs currently housed in SHS.

Clarence Zachery: The BOE is prepared to move SHS summer programs to other locations.

9. **NEXT STEPS: DESIGN DECISIONS, DESIGN SCHEDULE, & SUB-COMMITTEE DELIVERABLES**

- **Schematic Drawings Completion Date**
- **Inventory List of Existing Historical/Valuable/Sentimental Items Update.**
- **Time-Lapsed Construction Photography? (see 15-9-30 email attached)**

Paul Antinozzi: Antinozzi has commenced the design development phase. The budget estimate is underway.

Inventory of Historical Items

Richard Snedeker: Rich asks the committee if they are creating a list of historical items they wish to keep.

Jack Dellapiano: Jack asks what type of items should be on the list.

Paul Antinozzi: A list of memorabilia that includes awards, certificates, and special items that have meaning to the school, teachers, and students would suffice. The team does not want to discard items that hold special meaning to the client.

Stephanie Philips: Stephanie suggests that the team start looking at special items now because at the Soto School it was tough trying to get a time capsule installed last minute.

Alan Llewelyn: Alan agrees to put this down as a discussion item on the agenda.

Paul Antinozzi: Agreed to include a cornerstone in the design for the time capsule.

Time Lapsed Photography

Richard Snedeker: There are companies that are contacting Rich about having time lapsed photography on the construction site. The photography has been used on CREC jobsites and has been useful to document the project in a timeline fashion.

Brian Greenleaf: Multivista, a company that specializes in time lapsed photography can be valuable to facilities because they can view progress photos and view elements of construction.

Bill Mead: Drones have also been used to document construction.

10. INVOICES AND BILLS

No invoices or bills.

11. ENERGY AND ENVIRONMENTAL PROTECTION

- **STV FEMA Re-mapping Update (Antinozzi and/or STV)**

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- **Stantec SCG-053 (formerly ED-053) form completion for site inspection**

FEMA Remapping Update

Bill Mead: Bill contacted STV last Thursday. Tim Casey notified Bill that he would contact FEMA, but Bill has not heard back since that conversation. Bill will re-contact Tim Casey for the latest update.

Stantec SCG-053

Richard Snedeker: Stantec was not present so this item has been tabled.

12. HAZARDOUS MATERIALS CONSULTANT SELECTION

- **Schedule Haz-Mat RFQ/P Release Date**
- **Determine RFP Response Date**
- **Determine Sub-Sub-Committee Response Review Deadline**
- **Schedule Haz-Mat Consultants Interviews Date**

Alan Llewelyn: The RFP has been finalized. The terms and conditions will be negotiated at a later date.

Richard Snedeker: The RFP is ready to be advertised. Rich is looking for an approval from the Renovations Subcommittee and the Building Needs Committee to release this to the public.

Ken Poisson: Asked if there is anything the BSC needs to review before they vote to release it for advertising?

Richard Snedeker: This has been reviewed and re-reviewed by the various attorneys.

Alan Llewelyn: Our attempt was to avoid this Subcommittee from having to review this. There is a CREC attorney and a Town attorney involved, and it has been bouncing back and forth. It should be good to go, I don't think we should interject at this point and possibly derail something that's been working quite well.

Alan will speak to Paul Hoydick about scheduling a special BNC meeting on 10/26 to move the BSC recommendation along to allow the RFQ/P to be released for advertising.

Richard Snedeker: Will email the RFQ/P to the BSC members so they will have time to comment prior to the BNC vote on 10/26.

Brian Greenleaf: An approval for the commission agent's RFP to be released was not required by the Town Council.

Alan Llewelyn: Requests a motion to approve CREC to release the Hazmat RFP

Len Petrucelli: Motions to approve CREC to release the Hazmat RFQ/P, with the ability to quash it at the BNC level if the BSC review yields anything objectionable.

Stephanie Philips: Seconds, all were in favor.

13. SECURITY UPDATE (ANTINOZZI)

Jack Dellapiano: Jack has started conversations with the school resource officer and the Lieutenant of Stratford PD on possible locations for security offices. Next we will discuss with Dr. Robinson the designs of the Main Office and vestibules

14. TECHNOLOGY CONSULTANT (CREC)

- **Researching Stratford's Needs Based on Victoria Soto Experience**
- **Infrastructure and Equipment**
- **Document Compilation/Organization**
- **Technology PCT with Multiple Equipment Delivery Dates**
- **Bidding and Follow-up**
- **Training**

Brian Greenleaf: CREC's IT team can assist once a scope of work is determined. Ed Molloy will be CREC's main contact for technology information. An information technology consultant is included in the master budget. We're looking for an introduction between BOE I.T. team and the CREC I.T. team.

Paul Antinozzi: Antinozzi is responsible for designing the "backbone". Some of the "backbone" elements are cat 5 vs cat 6 wires. The IT consultant will focus on what specific equipment will be specified i.e. Smartboards, chrome books, iPads, etc...

Clarence Zachery: Ed Molloy has done this recently for the Victoria Soto School.

- Janet Robinson:** Janet doesn't think Ed Molloy has enough time to be able to specify every single item in the I.T. specifications, especially with his current work load.
- Alan Llewelyn:** In this case maybe Ed Molloy would function as the Owner, overseeing the consultant, whoever that may be in the end.
- Stephanie Philips:** Agreed with Alan, Ed's time constraints probably won't allow him to write-up all the specifications.
- Brian Greenleaf:** If CREC can get an introduction with Ed Molloy for more information, we can refine the scope of services desired. In the meantime, the technology piece will continue to be developed.

15. CM CONTRACT WITH STRATFORD UPDATE (TURNER)

- Alan Llewelyn:** The preconstruction contract has been approved. All existing negotiations will be added to the contract when the GMP (guaranteed maximum price) is finalized. The mayor has authorization from the Town Council to sign the contract.
- Ty Tregellas:** As far as I know the only thing left is to plug in the proper Pre-construction schedule.

16. UPDATE ON SHS ADDRESS CHANGE, AND SITE LOGISTICS

- **New Address for SHS, 245 King St.**

- Alan Llewelyn:** 245 King Street, Stratford, CT is the new address for the new Stratford High School.

17. TOURS OF SCHOOLS (TOUR RECAPS WILL BE PRESENTED AT A FUTURE MEETING)

- **Tour of Choate Rosemary Hall on Deck**

- Richard Snedeker:** An overview of the tour of Derby and the tour of Choate will occur after the tour of Choate, currently being negotiated for October 23rd.

18. REPORT ON BONDSURE PROGRAM (CREC) (TABLED PREVIOUSLY)

- Stephanie Philips:** The item can be taken off the Agenda. CHRO is still developing their plan. Bondsure is being revamped. Stephanie will bring it back to the table once the Bondsure program and CHRO are more developed.
- Ken Poisson:** Motioned to remove Bondsure from the Agenda.
- Len Petrucelli:** Seconded, all were in favor.

19. ADJOURNMENT (APPROXIMATELY 7:00 PM)

- Alan Llewelyn:** Requests a motion to adjourn
- Len Petrucelli:** Motioned to adjourn
- Ken Poisson:** Seconded, all were in favor
- Adjournment:** The meeting was adjourned at 6:40 pm by Renovations Subcommittee Chairman, Alan Llewelyn.
- Minutes submitted by:**
Richard Snedeker
Project Manager
CREC Construction Services

AGENDA

STRATFORD HIGH SCHOOL BUILDING SUB-COMMITTEE MEETING October 19, 2015

(All Items are Subject to Tabling at the Discretion of the Committee Chair Due to 7:00 pm end time)

1. Call to Order (5:30 pm)
2. Approval of Agenda
3. Approval of September 21, 2015 Regular Meeting Minutes
 - Draft Letter from Paul Hoydick to Mayor – Communications Protocol (Carried forward due to Alan's absence from the September meeting, attached)
4. Status of Antinozzi Associate's Amendment No. 7 to their Contract. (Tabled Previously)
 - Hiring of an Independent Cost Estimator
5. Meetings With Town Departments Recap (CREC, Antinozzi)
 - Preliminary 8-24 Review Meeting Held 10/7
6. Press Releases (10/9 Press Alert Attached)
 - Who should be releasing them?
CREC can prepare, but should they come from the Town/BOE?
 - What/who is the FMI contact?
We now have a number established, do we continue to use it?
 - Two weeks minimum prior to the event, a final draft should be ready.
7. Commissioning Agent Status (CREC)
 - Owner's Project Requirements (OPR) Questionnaires Distributed
 - OPR meeting scheduled Friday 10/23 at 1:00 in TH Room. 213
8. Public Presentation Tonight!
 - 7:00 SHS Auditorium (Agenda attached)
9. Next Steps: Design Decisions, Design Schedule, & Sub-Committee Deliverables
 - Schematic Drawings Completion Date
 - Inventory List of Existing Historical/Valuable/Sentimental Items Update.

- Time-Lapsed Construction Photography? (see 15-9-30 email attached)
10. Invoices and Bills
- None provided to CREC
11. Energy and Environmental Protection
- STV FEMA Re-mapping Update (Antinozzi and/or STV)
 - Stantec SCG-053 (formerly ED-053) form completion for site inspection
12. Hazardous Materials Consultant Selection (in Town Attorneys hands)
- Schedule Haz-Mat RFQ/P Release Date
 - Determine RFP Response Date
 - Determine Sub-Sub-Committee Response Review Deadline
 - Schedule Haz-Mat Consultants Interviews Date
13. Security Update (Antinozzi)
14. Technology Consultant (CREC)
- Researching Stratford's Needs Based on Victoria Soto Experience
 - Infrastructure and equipment
 - Document Compilation/Organization
 - Technology PCT with Multiple Equipment Delivery Dates
 - Bidding and Follow-up
 - Training
15. CM Contract with Stratford Update (Turner)
16. Update on SHS Address Change, and Site Logistics
- New Address for SHS, 245 King St.
17. Tours of Schools (Tour Recaps will be Presented at a Future Meeting)
- Tour of Choate Rosemary Hall on Deck
18. Report on BondSure Program (CREC) (Tabled Previously)
19. Adjournment (Approximately 7:00 pm)
- Attachments: 8/27 Email to Alan with Draft Letter from Paul Hoydick to Mayor
10/9 Press Alert Regarding Public Presentation
10/19 Public Presentation Agenda
9/30 Email from Construction Photographer