

FAIRFIELD WOODS BUILDING COMMITTEE MEETING

Thursday, March 4, 2010-7:00 pm

Fairfield Woods Middle School Library/Media Center

1115 Fairfield Woods Road-Fairfield, CT 06825

DRAFT MINUTES

Members Present: Bill Sapone, Victor DeMaria, Dan McKnight, Jennifer Tierney, Rich Kornutik, Chad Stewart, Kim Marshall

Members Absent: Neal Fink, Doreen Battimelli

Others Present: Tom Cullen, Sal Morabito, Phil Ryan, Judy Ewing, Greg Hatzis, Randall Luther, Ty Tregellas, two members of the public (Mark Corcoran and a contractor)

I. Call to Order

Chairman Bill Sapone called the meeting to order at 7:06 pm.

II. Approval of Minutes

Dan McKnight made a motion to approve the minutes. Victor DeMaria seconded the motion which carried with one abstention from Jennifer Tierney.

III. Review and Approve RFQ for Construction Manager

Mr. Sapone distributed a draft RFQ to the Committee for purposes of review. The Chair had asked Jennifer Tierney to review and comment. Ms. Tierney asked about the use of the words "schematic design" in the second paragraph on page two. Since no schematic designs have been completed yet, that term will be corrected to read "conceptual design." Under objectives, Ms. Tierney suggested adding language about the Construction Manager (CM) attending the zoning hearing(s) which will be added to the RFQ but worded more broadly "to provide support as needed for completing the permit process, i.e. zoning." Mr. McKnight noted that no date of occupancy is listed. Mr. Sapone said he will have the dates for opening school put in the opening paragraphs and add that the Committee already has an estimator. Mr. McKnight also said that the last sentence in paragraph two on page two is not clear. Randall Luther said that language is the format the Town of Fairfield uses. Phil Ryan said he will clarify the "at this time" phrase in this sentence. Mr. McKnight asked when the RFQ is sent out if plans are sent with the bid along with information like a breakdown of costs. Mr. Luther said it's a two-step process. That information will be needed when proposals are submitted. Mr. Sapone added that the process is open-ended now since the Committee is only seeking qualified CMs. Mr. Sapone said that he would like Appendix A added to the RFQ that would include a site plan, Option D's drawing and a list of room additions and renovations for background.

Several other questions were asked about the process that were clarified by referencing certain pages, paragraphs, or sections. At the bottom of page three, there is a reference to the "Stratfield School Building Committee" that needs to be changed. In answer to a question about filing with the State, Tom Cullen said that the State requires back up information for change orders from subcontractors within six months. Language will be added in the RFQ to require the CM "to timely provide appropriate back-up documentation."

The Committee discussed the bid process including advertising, posting information on the Town's web site, selecting the bidders, creating a short-list of four finalists, providing building tours, and the four finalists making presentations to the Committee. Mr. Sapone said he will make suggested changes to the RFQ and then submit it to Twig Holland and the Committee. Mr. DeMaria asked how interested companies are notified about the RFQ. Mr. Cullen said it's publicly advertised and Ms. Holland has a list of qualified companies she'll distribute the RFQ to. Chad Stewart asked what the process is after the RFQ is submitted. Mr. Sapone said it's the same process as selecting an architect. Proposals will be due by March 23, 2010. On April 1, 2010, four candidates will be put on the shortlist; a tour will take place on April 6, 2010 at FWMS; and interviews will be held at a special FWBC meeting on April 22, 2010 (the April 15, 2010 meeting will be cancelled due to school vacation). Mr. Sapone said he'd like the Construction Manager on board before hiring a Commissioning Agent. He'd like to start that process on March 18, 2010.

IV. Review Project Planning and Schedule

Randall Luther said he wants to get a schematic design package together by the first week in April. Mr. Sapone announced that the funding request would be presented to the RTM subcommittees on March 15, 2009 and March 17, 2009 and will be voted on by the RTM on March 22, 2010.

Randall said that Attorney John Fallon needs the schematics before the permit process begins. Mr. Fallon had spoken to the plan and zoning director who advised the Committee to seek an amendment to the regulations to obtain relief from the bulk coverage requirements for an R3 zone and, at the same time, obtain a Special Permit, rather than going to the Zoning Board of Appeals. The conservation and zoning process could start in July. Mr. Luther said that only administrative review is needed from Conservation rather than a review and approval from the Commission. Mr. Luther said that parking and traffic will be discussed in May.

Mr. McKnight asked about the role of the Traffic Consultant. Mr. Luther said he will need to perform traffic counts, and plan cueing and traffic flow and parking with the architect as soon as the funding is in place. Parking at and adjacent to the library will also be looked at and the Committee will approach the library board about coordinating the parking plan.

There was a brief discussion about project phases. Mr. Luther said that the State wants to see the whole plan at the beginning of the process.

V. New Business-None

VI. Public Comment

Mark Corcoran, a neighbor, asked about the amendment to the zoning regulations. Mr. Sapone explained about seeking relief from the percentage of bulk coverage allowed under the regulations to make the building slightly bigger than allowed, and, in fact, to ask for relief for all structures allowed under Special Permit requests in R3 zones. Mr. Corcoran asked for a copy of the site plan. Mr. Sapone said a plot plan is on the website.

Mr. Sapone said that Mr. Fallon had obtained a list of abutting neighbors and that they will be receiving a letter sometime next week from the Committee Chair. The letter will include a copy of the site plan and the Committee's meeting schedule.

Mr. Tregellas asked if the Committee had received a bill from Turner Construction. Mr. Sapone said it had not yet been received.

Principal Greg Hatzis and Mr. Cullen said that they were scheduling RTM tours at FWMS on Saturday, March 6, 2010 at 8 am and during the school day prior to the March 22, 2010 RTM meeting.

VII. Adjourn

Mr. Stewart made a motion to adjourn the meeting at 8:00 pm. Mr. DeMaria seconded the motion which carried unanimously.

Respectfully submitted,

Jennifer S. Carpenter
Recording Secretary