

APPROVED MINUTES
Penfield Building Committee
Board of Education Center
501 Kings Highway, 2nd floor
Fairfield, CT. 06825

Thursday, October 22, 2015

penfieldcommittee@town.fairfield.ct.us

Present: Mr. Bradley, Mr. Bellitto, Mr. Zieff, Mr. Plotkin, Mr. Bass, Mrs. Nelson, Mr. Pitaniello, Mr. Graceffa, Mr. Speciale (via skype)

Others: Mr. Heer, Mr. Vincent, Mr. Procino, Mr. McDonald, Mr. Whalen, Ms. Dyer, Mr. Lombardo, Mrs. Ewing, Mr. Michelangelo, Ms. Holland, Mr. Reber

1. Call to Order

Mr. Bradley called the meeting to order at 6:05 p.m.

2. Confirmation of Quorum

Quorum confirmed.

3. Confirmation of Meeting Agenda and Order

Mr. Bradley asked the Committee if Item 11 could be moved to the beginning of the agenda to accommodate Mr. Michelangelo's schedule. The Committee agreed.

4. Review and approval of Meeting Minutes from 10/8/15

Mr. Bellitto moved and Mr. Zieff seconded a motion to approve the minutes from 10/8/15. 6 in favor, 1 abstention (Nelson). Motion passed.

11. Update from the Town Director of Public Works regarding status of FEMA work sheets and comparison to project scope of work for project 7A.

Mr. Michelangelo said that the CEF was approved 2 ½ months ago. The next step is to go over the plans with FEMA and align the scope. They will go over it item by item.

Mr. Michelangelo said they will outline our case, move it forward to Bob Mayer, solidify the case and meet with the local FEMA representative and finally meet with the larger FEMA group at the State and Federal level.

Mr. Bradley asked what CEF means. Mr. Michelangelo said it is the Cost Estimating Format.

Mr. Bass asked how long it will take to know what is covered and what is not covered. Mr. Michelangelo said by mid- November.

Mr. Michelangelo said that Bob Mayer will be the lead negotiator.

Mr. Bellitto asked how binding is the money we get in November. Mr. Michelangelo said it is based on actual cost. If something unforeseen comes up, it is part of the reimbursable project.

Mr. Pitaniello asked what they will need from the Committee in terms of tracking the costs.

Mr. Michelangelo said that Shawmut will track the costs and changes in the normal course of a building project.

Mr. Bradley asked if there was any reason why Jim Wendt hasn't been involved. Mr. Michelangelo said that he has provided them with a lot of information. Mr. Bradley pointed out that there were three areas in which we do not align: the walkway through the building, more decks and ramps and the landscaping/parking lot. Mr. Michelangelo said the walkway improves the building but the parking lot will be harder to justify. Mr. Bradley asked if the project will start in February. Mr. Michelangelo said most likely because we will have the scope alignment and what's in or out by then. Mr. Bass said that the Town will be doing some work. He wanted to know how many man hours will be needed. Mr. Michelangelo said that the overall cost will be \$82,000.

5. Presentation by Shawmut Design and Construction of the final draft of the Guaranteed Maximum Price (GMP) proposal for project 7A including results of GMP and CM contract review and coordination by Town Purchasing and Town Attorney. Review and approval of complete GMP document by the Committee.

Mr. Procino distributed the GMP Proposal Final Draft. Mr. Procino said that the overall job cost including the GMP and soft costs is \$7,421,999.00. He said there was an increase in the soft costs of \$7,000. Mr. Procino said that two trades asked for increases: the site contractor \$10,000 and the Fire Protection \$5,000. All the other trades agreed to hold their numbers.

Ms. Holland addressed the letter that was distributed to the Committee via email. She said that the review with the Town Attorney showed that everything lined up.

Ms. Holland clarified that Shawmut was not responsible for conflicts (conflicts with the drawings). She said it was the architect's responsibility. The contract with Shawmut excludes mold. There is nothing in the soft costs for utility consumption - \$7,000 was added to the soft costs to cover this. She said that Shawmut is allowed up to \$20,000 out of their contingency. They are required to immediately notify the Chair and then authorization is to be brought to the full committee at the next meeting.

Mr. Bradley said that he wants control over the \$20,000. He said that he is uncomfortable with this exposure both politically and financially.

Mr. Zieff said what good is it to tell us two weeks later that you spent the money.

Ms. Holland said that in other committees, the CM emails the officers of the building committee for authorization and then it goes to the full committee.

Mr. Bellitto suggested that they keep the amount the same but Shawmut would notify us within 24 hours (subcommittee) and the full committee will review and approve.

Mr. Pitaniello pointed out that there is a contract and that there are always things that come up. He said he would trust Shawmut. He thinks the contingency is too much but he trusts Shawmut to do the right thing. He agreed with having a subcommittee.

Mr. Procino said that he has the same article in all of their contracts. He said it is the most cost effective way and that they are not out to spend the money.

Mr. Pitaniello said that there is a contingency sharing at the end of the project so there is an incentive not to spend.

Mr. Bradley said that he is concerned about this and that the Committee will set up a way for communication.

Exhibit E – Project Schedule

Mr. Vincent reviewed the project schedule.

The start date will be 2/9/16. The building will be moved 4/1/16-5/25/16, contingent on the weather. The building will be moved back 8/26/16-10/6/16. The West Wing Repair 10/21/16-12/15/16. The decks and ramps 10/21/16-11/3/16. Completion on 1/9/17.

Mr. Zieff asked about the safety fencing. Mr. Vincent said they will use driven poles and scrims.

Mr. Bellitto moved and Mr. Zieff seconded a motion to accept the GMP.

Roll Call: Mr. Bradley – yes; Mr. Bellitto – yes; Mr. Zieff – yes; Mr. Graceffa – yes; Mr. Speciale – yes; Mr. Pitaniello – yes; Mrs. Nelson – yes; Mr. Plotkin – yes; Mr. Bass – No.

The motion passed.

Mr. Bass said that the project we initially argued over was spending 6 million dollars, on top of the 5 million that is there now. Now we are going to spend 7 million because we are told it is only going to cost the Town one million. Mr. Bass said he thinks it's way too much money to spend regardless of who pays.

Mr. Bradley said that Parks and Rec want the lockers back.

6. Update provided by Shawmut Design and Construction regarding confirmation of total project budget, confirmation of bidders regarding proposed new start date, date and format of letter of intent.

See item 5.

7. Update provided by Shawmut Design and Construction regarding project start date and final schedule assumptions including key milestone events and dates.

Mr. Whalen presented the Site Plan

March and April – the site will be set up. Fence will be erected and the posts will be driven. There will be gates at either end with pedestrian access at the far end of the site.

April through August – will show the new footprint, piles and grade beams will be installed and the stone revetment work will be done.

September through January – the building will be moved back and the East Wing will be constructed.

Mr. Zieff asked how will pedestrians access the beach. Mr. Whalen said that the access point will be on the right hand side of the site.

Mr. Lombardo said that he had one trailer up by Durrell and 3 porta potties. The life guard station was at Durrell. He asked if people are going to be able to walk in the area where the hay bales are on the beach.

Mr. Bradley felt that the fence was too far out on the beach. He asked that the fence line be pulled back. Mr. Vincent said that was a problem because of the revetment area foundation. Mr. Bass pointed out that the western pedestrian access point was next to the trucks coming in and out. Mr. Whalen said that maybe they could move the pedestrian access point to the right side and do a cut-through there.

Mr. Lombardo suggested that we consult with the police department. He said he will meet with the team and walk the site.

8. Review and comment regarding recent letter from bond counsel regarding project funding.

9. Committee review, discussion and confirmation of next steps and dates regarding project update and review with Parks and Recreation, Board of Selectmen, Board of Finance and RTM

Mr. Bradley informed the Committee of the following dates in which he will update the Boards: Board of Selectman meeting 11/4/15, Board of Finance meeting 12/2/15, RTM meeting 12/7/15.

Mr. Bellitto said that he thought we were going back as a courtesy to give updates.

Mr. Bradley said that the First Selectman wants a vote on the new funded amount.

Mr. Bellitto wants confirmation from the bond council on this process. He doesn't believe we need another vote.

Mr. Bradley said he will take this back to the First Selectman for clarification.

10. Committee review and discussion regarding project oversight function and outstanding proposals

Mr. McDonald reviewed the Executives on the project.

The Team has proposed:

Jeff Whalen – Project Superintendent

Brian McDonald – Project Executive

Marc Vincent – Project Manager

Derek Whitehead – Construction Manager

Tim Hussey – Safety Manager

Ken Procino – Project Support (Shawmut)

Mr. Procino said that he will work with the accounting department in regard to the invoices and he said Shawmut will track the spending.

Ms. Holland said that she has 3 proposals for Management Oversight. She said that she has \$76,500 to hire an independent Owners Rep. She said the Committee would be well served to hire someone. Mr. Pitaniello said he was not sure this is the best use of the money. He said they need to figure out if its worth it.

Mr. Procino said that Shawmut sometimes provides these services.

Ms. Holland recommends that the Committee interview a few.

Mr. Bradley said that this item will be tabled until next meeting.

12. Public Comment

Mr. Reber asked what was approved tonight. Mr. Bradley said the Committee approved the GMP. Mr. Reber asked if a letter of intent is signed, isn't the project locked in. Mr. Bradley said that he didn't know how they will do it.

13. New Business

Mr. Zieff asked who is going to attend the meeting on 11/4/15. Mr. Bradley said that he is going to present on behalf of the Committee. He said he would welcome any of the other Committee members that wanted to attend.

Mr. Speciale suggested that Mr. Bellitto attend the meeting with the First Selectman. Mr. Bellitto said that he would.

14. Old Business

No old business.

15. Adjournment

Mr. Bellitto moved and Mr. Plotkin seconded a motion to adjourn. Mr. Bradley adjourned the meeting at 8:20 p.m.

Andrew Graceffa, Secretary

Ellen Marks, Recording Secretary