

**PENFIELD BUILDING COMMITTEE
REGULAR MEETING
Thursday, November 12th, 2015 at 6:00 pm
BOARD OF EDUCATION CENTER
2nd floor Conference Room
501 Kings Highway, Fairfield, CT 06825
penfieldcommittee@town.fairfield.ct.us**

Present: Mr. Bradley, Mr. Graceffa, Mr. Pitaniello, Mr. Speciale (via Skype), Mr. Zieff, Mrs. Nelson

Others: Mr. McDonald, Mr. Vincent, Mrs. Ewing, Ms. Dyer, Ms. Holland, Mr. Chamberlain

- 1. Call To Order**
 - a. Mr. Bradley called the meeting to order at 6:05 p.m.
- 2. Confirmation of Quorum**
 - a. Quorum confirmed.
- 3. Confirmation of Meeting Agenda and Order**
 - a. Meeting agenda was confirmed with no changes
- 4. Review and approval of Meeting Minutes from 10/22/2015.**
 - a. Mr Pitaniello requested that item #4 be amended to indicate he voted in favor of the motion. He also requested that item #10 be corrected to indicate \$76,500 has been allocated to hire Management Oversight. There was no further discussion on the items.
 - b. Mr Graceffa moved and Mr Pitaniello seconded a motion to approve the ammended minutes from 10/22/15. Motion passed unanimously.
- 5. Update regarding recent funding increase presentation to the Board of Selectmen. Board of Finance and RTM presentation schedule going forward.**
 - a. Mr. Bradley distributed the materials (Exhibits A &B), previously emailed to the Committee, utilized for the BOS request for additional project funding presentation. Exhibit A was a Timeline Summary and Exhibit B was a Budget Increase Breakdown.
 - b. The BOS unanimously approved the funding increase. Mr. Bradley requested that Committee members, Shawmut and DeStafano and Chamberlain review presentation Exhibits A and B and provide comments and suggestions.
 - c. Follow-on presentations: BOF 12/1; RTM Committees 12/7; Full RTM 12/14.
- 6. Project Management Oversight (PMO) interviews. Three project oversight firms will present their qualifications and be interviewed by the Committee.**
 - a. The project oversight firm of Colliers International made a presentation regarding oversight services in accordance with previous RFP response. The presentation included proposed services, personnel and background proposed to be assigned, scope of services, experience with similar projects and experience with the Town of Fairfield.

- b. Questions after initial presentation:
- i. Previous FEMA experience? No, however experience with government grant funded projects.
 - ii. How much of the firm is engaged in project management and commissioning? Approximately 50/50.
 - iii. Allocation of time? 16 hours a week on average
 - iv. What if the project schedule needs to be extended? If project schedule extended costs pro rated.
 - v. Biggest risk on the project? Public safety with a high traffic area and active beach & playground nearby
 - vi. Contingency risk? Should be under control since all recon done.
 - vii. Contingency adequate? Yes, 5-10% is typical
 - viii. What was the biggest risk at the Hammonasset project? Public safety and restricting public access to the site
 - ix. Were background checks performed at the Hammonasset project? Yes and the Town of Fairfield will perform (per Twig Holland)
 - x. What is the time required to review our plans and budget assumptions? One week
 - xi. Will there be publication of daily reports? Same day, distributed electronically
 - xii. What is the typical week staffing? Team effort, "we are always passing through" minimum 16 hours a week. Yes adequate time for this project.
 - xiii. Has Colliers worked with Shawmut previously? Yes
 - xiv. Is commissioning included? No
 - xv. Will there be a staffing and availability conflict with Hammonasset since same person assigned? No
 - xvi. Do you track and report on all costs? Yes
 - xvii. Can you track/ deal with FEMA requirements? Yes
 - xviii. Do you recommend a finance sub-committee? Yes
 - xix. Who will be the main point of contact during the project? Regular communication via phone and email to the Building Committee chair.
- c. At the conclusion of interview, the Committee discussed the candidate with Ms Holland. Two other candidates, Beacon and Naffis/Young, withdrew their proposals due to workload issues. The Committee can select or reject Colliers International and this process meets Town criteria. Ms. Holland noted Colliers is an excellent firm, on previous projects has reported issues in real time and their communication is very professional.
- d. Mr. Zieff expressed concern regarding 16 hours a week as enough time.
- e. Mr. Pitaniello noted need to align oversight assignment scope, cost and schedule.
- f. Mr. Bradley moved and Mr Pitianello seconded a motion to:
- i. Retain Collier International for project oversight services.

- ii. Prior to engaging Collier International the Committee and Town Purchasing should reconcile and confirm assignment scope, cost and schedule.
- iii. The Committee will assign three members to work with Purchasing: Mr. Pitaniello, Ms Nelson, Mr Speciale.

g. Motion was passed unanimously.

7. Project reconstruction update by Shawmut Design and Construction.

- a. The Committee requested the status of the Letter of Intent since final approval would be end of December. Ms Holland will follow-up.
- b. Mr Chamberlain recommended that the permit filing process be continued and the Committee agreed

8. Public Comment

- a. There was no public comment

9. New Business

- a. Ms Nelson requested confirmation of construction personnel background checks. Confirmed by Ms Holland.
- b. Mr Graceffa noted that a 2016 meeting schedule will be proposed and discussed at the next meeting on December 10th.

10. Old Business

- a. None

11. Adjourn

- a. Mr. Bradley moved and Mr. Graceffa seconded a motion to adjourn the meeting. Mr. Bradley adjourned the meeting at 8:05 p.m.

Andrew Graceffa, Secretary
Ellen Marks, Recording Secretary

DRAFT MINUTES SUBJECT TO REVIEW, CORRECTION AND APPROVAL BY THE PENFIELD BUILDING COMMITTEE OF THE TOWN OF FAIRFIELD