

Penfield Building Committee
Board of Education Center
501 Kings Highway
Fairfield, CT. 06825
Thursday, February 11, 2016
penfieldcommittee@town.fairfield.ct.us

Present: Mr. Bradley, Mr. Plotkin, Mrs. Nelson, Mr. Pitaniello, Mr. Zieff, Mr. Bass

Absent: Mr. Graceffa, Mr. Bellitto, Mr. Speciale

Others: Mr. Vincent, Mr. McDonald, Ms. Dyer, Mr. Ryan, Mr. Warrington, Ms. Dru Georgiadis, RTM District 9

1. Call To Order

Mr. Bradley called the meeting to order at 6:04 p.m.

2. Confirmation of Quorum

Quorum confirmed.

3. Confirmation of Meeting Agenda and Order

Meeting agenda and order confirmed.

4. Review and approval of Meeting Minutes from 11/12/15

Mr. Bradley moved and Mr. Bass seconded a motion to approve the minutes of 11/12/15. One abstention (Plotkin), five in favor, motion passed.

5. Review and approval of Meeting Minutes from 1/14/16

Mr. Bass requested that the following comments be included in the minutes: Mr. Bass commented that when grants are issued it is typical for the recipient to understand the requirements of the grants. In regard to the additional raise of the parking lot, he said that the catch basins would not hold run-off, nor would they help any time the neighborhood floods, which would be worse with the higher grade of the lot.

Mr. Bradley moved and Mr. Bass seconded a motion to approve the minutes of 1/14/16 as amended. One abstention (Zieff), five in favor, motion passed.

6. Report from Collier (Project Oversight) and Shawmut (Project CM) regarding total project budget reconciliation

Mr. Warrington said that there was some confusion regarding identifying and allocating project soft costs, however they were able to reach a total budget reconciliation.

Mr. Warrington provided a Powerpoint presentation that included a Project Comparison Between Colliers and Shawmut project budget reconciliations. Mr. Warrington said there were a few discrepancies and that he would explain the differences. He said the GMP values are consistent and the FF&E values align. There was a discrepancy in the fees for DeStefano and Chamberlain. \$272.9 was the total forecast of what will be paid.

Mr. Pitaniello wanted to know if the \$7,447.0 is the funding approved for the project. Mr. Warrington said yes. Mr. Bass asked if the \$7,447 takes into account the cost of raising the building one additional foot. Mr. Warrington said no.

Mr. Warrington said that DiStefano quoted \$12,000 to do the increase in building elevation study. Mr. Bass asked if the \$12,000 was to provide Shawmut with information for the cost estimate to raise the building. Mr. Bradley said yes.

Mr. Zieff said he was confused about the contingency. Mr. Bradley said there was an original contingency of \$369 plus a \$270 construction manager's contingency and that the Committee had felt total contingency was low. Mr. Zieff said that he was concerned that the contingency was going down. Mr. Bradley said that \$60,000 has apparently been absorbed by previously unaccounted for soft costs and that to increase the contingency, we have to take something out of the project. Mr. Pitaniello said that the big question is what Shawmut comes up with regarding increase in building height. Mr. Bradley said that we won't know the number before we start the project but we have flexibility to take things out.

Mr. Bass asked about the storage container costs. Mr. Vincent said yes, the costs are accumulating.

Mr. Bass said that he would like to go on record regarding – a) normal contingency is in the 10-15% range and b) that the Committee should recognize that we are now under 10%. Mr. Bradley said that we have a project with a GMP that has gone through the bidding reducing cost risks. He asked Mr. McDonald and Mr. Warrington what would be a normal contingency. Mr. McDonald said roughly on the construction side 3-5% and on the owner's side 7-10%. Mr. Warrington concurred.

Mr. Warrington presented a typical project cost control budget explaining both content and format. Mr. Warrington said that he keeps track of the budget on minimum weekly basis. He said they start off with the exact budget line items when developing the budget control spread sheet.

Mr. Bradley said he understands that the Town is going to hire the FEMA consultant to provide oversight regarding reimbursement for the project. Ms. Dyer said that the consultant works with DPW but the actual work sheets are done with engineering.

Mr. Pitaniello said that he would like to see the FEMA worksheets and break out the number for FEMA before we start the project. Mrs. Nelson pointed out that we will be asked to account for that money anyway.

7. Discussion and Comment: Town Attorney opinion letter regarding recent grant requirements related to increasing building elevation by one foot.

Mr. Bradley distributed and recapped the recent opinion letter, as requested by the Vice Chair, from the Town Attorney regarding the block grant.

Mr. Bass said he was concerned that the Town Attorney made reference to the BFE but didn't specify if it was the 100 year BFE or the 500 year BFE. He suggested sending the letter back for his statement on the existing elevation and the proposed elevation and the revised proposed elevation compared against the 100 year BFE.

8. Continuation from Special Meeting: Discussion, including design, scope and cost impact, regarding the proposal to increase the building elevation by one foot. Action on proposal to raise the building one foot.

Mr. Bradley asked when the committee should expect an estimate for the proposed change in building elevation. Mr. McDonald said that design work would take another 7-8 days plus estimating time after design complete. Mr. Bradley asked if the Committee could get a full report on March 10. Mr. McDonald said that a cost estimate could be provided by March 10. There was a brief discussion regarding the latest date for considering a change in elevation. There was a consensus end of March.

Mr. Pitaniello said that there is \$300,000 in owner's contingency. If rough numbers are close, we are down to less than 10%. He said he wants to discuss options now if the Committee is going to be facing additional costs.

Mr. Bradley said that if we don't raise the building, we could put the \$500,000 grant at risk. Mr. Plotkin said that no one knew what strings were attached to the grant and he doesn't think the Committee should be accountable. He said he recommends not raising the building. Mr. Zieff said that he doesn't want to start a project with little or no contingency. He wants to go back and ask for more money if the contingency is depleted. Mr. Bass said he agrees with his colleagues and that he is skeptical of the contingency right now. Mr. Pitaniello said that the owner's contingency is now 4%. He believes the options are to tell the Town we are not raising the building one foot or go back to the Town for more money. He doesn't feel comfortable going forward with a small contingency.

Mr. Bradley asked when was the date to contact contractors. Mr. Vincent said April 14, the latest. Mr. Bradley asked who is the first impacted contractor. Mr. Vincent said that he has to look at the drawings first but believes it is the pile drivers.

Mr. Plotkin said the Committee has heard that the rough cost of raising the building could be \$200,000 or could be more. He said we have to protect the contingency. He said Kevin Chamberlain should be reminded to stay within the foot print.

The Committee considered a motion made by Mr. Zeiff but not seconded that the Committee proceed with the project without increasing the building height one foot.

Mr. Bradley said that he understands that there is a clear Committee consensus that the existing minimum contingency has to be protected and not allocated to raising the building. Mr. Bradley said the next step is determination of cost impact of raising the building.

Mr. Pitaniello said that we have to get all the information and then make a decision. The timing is not good. Mr. Pitaniello stated that he will not vote to go forward unless the Committee approves a scope and cost reduction.

Mr. Zieff moved to table the motion and not move forward with the matter until we have all the information. Upon further discussion, Mr. Zieff withdrew his motion.

Mrs. Nelson said that we do not have time to go back to ask for more money. Mrs. Nelson stated that we need to protect the contingency and the project time line.

Mr. Bradley said that he has heard a clear consensus tonight that the Committee is proceeding with the project, not considering an increase in building height at this time and protecting the contingency which the Committee feels is low and at risk.

Mrs. Dru Georgiadis, RTM District 9 was recognized by the chair. She asked who wrote the grant and when we received it. She said she was concerned that this wasn't fully explained to the RTM. Mr. Bradley said that he thinks DPW wrote the grant. Mr. Bass said that the Committee had addressed her concerns last meeting. Mr. Bradley said that Joe Michelangelo and the Town Attorney have been our only contact regarding the grant.

9. Confirmation of the authorization for recent and future additional design costs to revise project design documents to accommodate increase the building one foot

Mr. Bradley stated that we are now aware of the time line regarding the design revisions and cost for increasing the building height. Mr. Bradley stated that, between the last and this scheduled meeting and on behalf of the Committee, the project Engineer was authorized to proceed with the increased height design revisions at a not to exceed \$12,000.

10. A report from the Construction Manager regarding mobilization and project start up tasks and 90 day look ahead events and schedule

Mr. Vincent handed out the 90 day look ahead schedule.

2/11/16 – 2/16/16 – Subcontractor release period.

2/16/16 – 3/16/16 – Early release submittal packages and procurement

2/22/16 – Mobilization

2/29/16 – 4/1/16 – Site set up for construction:

- Deliver construction trailer and power hook up
- Mark out planned fence line
- MEP disconnects and make safe
- Salvage all items required to be salvaged

- Demolish locker wing
- Preliminary site work commences
- 4/1/16 - 4/14/16 – Prepare to move the Pavilion
- 4/14/16 – 5/11/16 – Move Pavilion, Piles on East Side, underground utilities

Mr. Bradley asked if there was a way or method to get this information to the neighbors. Mr. Bass said that typically there is a letter distributed by Town Hall or DPW. He suggested that the Town should follow though. Mr. Bradley thinks the Committee should do it. He asked if there was a neighborhood communications network like associations. Mr. Bass thinks that it could be more efficient if the Town does it. Mr. Zieff thinks that we need to be close to the date and clear about the exact dates of pile driving and building demo. Mr. Bradley reconfirmed that he thinks it should come from the Committee. The Committee is the best and most up to date resource. Mr. Zieff asked if there was pile driving on the weekend. Mr. Vincent said no. Mr. Bradley asked about the specified work day especially for the foundation pile driving operation. Mr. Vincent said 7 – 3:30. Mr. Bradley asked if Mr. Vincent could address this with the contractor to work 8 am -3:30. Mrs. Nelson said that people could come to these meetings for update4d project information. Mr. Bass said that they could take advantage of the Trade Press. Mrs. Georgiadis offered her District 9 page and she could help sending emails.

11. A report on project status from Project Oversight Manager

No report other than the budget reconciliation and format presented earlier.

12. Review and approval of any outstanding invoices or requisitions for payment

Mr. Bass moved and Mr. Pitaniello seconded a motion to approve payment to DiStefano and Chamberlain , Invoice #5313, for preliminary design of raising the building, in the amount of \$2,490.00. One abstention (Plotkin), five in favor, motion passed.

13. Public Comment

No public comment.

14. Old Business

No old business.

15. Adjournment

Mr. Bradley adjourned the meeting at 8:02 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*