

**RIVERFIELD SCHOOL BUILDING COMMITTEE
MINUTES OF REGULAR MEETING
March 27, 2012**

The Regular Monthly Meeting of the Riverfield School Building Committee was held on Tuesday, March 27, 2012 at 7:30 p.m. in First Floor Conference Room, Independence Hall, 725 Old Post Road,, Fairfield, Connecticut.

MEMBERS PRESENT

Dan Graziadei, Christine Messina, Tom Quinn, Lawrence Ratner, John Shaffer, Maureen Sawyer, Scott Thompson

MEMBERS ABSENT

None

ALSO PRESENT

Harry Ackley, provisional member of Riverfield School Building Committee
Judy Ewing, Liaison for the First Selectmen
Pamela Iacono, Chair, Board of Education
Anna Cutaia-Leonard, Director of Elementary Education, Board of Education
Tom Cullen, Director of Operations, Board of Education
Sal Morabito, Manager of Construction, Security & Safety, Board of Education
Paul Toaso, Principal, Riverfield Elementary School

ACTION TAKEN:

1. Approved the amended minutes of the Riverfield School Building Committee Meeting held on March 22, 2012.
2. Approved to authorize the Chair to request \$250,000 for seed money for the Riverfield School Building Project.

AGENDA

1. Call to Order/Pledge of Allegiance

Chairman Quinn called the meeting to order at 7:30 p.m. Members and the audience said the pledge of allegiance.

2. Organizational Matters

A Approve minutes of meeting of March 22, 2012

Ms. Sawyer moved and Mr. Saffer seconded to approve the amended minutes for the Riverfield School Building Committee meeting held on March 22, 2012. Motion carried unanimously.

- B. Select Chairmen for the following standing sub-committees:
1. Design and Architectural

Lawrence Ratner was selected as Chair of the Design and Architectural sub-committee.

2. Change Orders

Christine Messina was selected as Chair of the Change Orders sub-committee.

3. Finance

Maureen Sawyer was selected as Chair of the Finance sub-committee.

4. Environmental/mechanical

Scott Thompson was selected as Chair of the Mechanicals sub-committee.

5. Others to be named at later meetings

No additional selections were made at this time.

C. Approve Riverfield Tour on April 5th or April 12th

Chairman Quinn informed the Committee that due to scheduling conflicts, the tour will take place on April 12, 2012 at Riverfield School from 11:00 am to 1:00 pm.

3. Review of Ed Specs and presentation of current floor plan with copies for members-Central Office

Mr. Ratner stated that the plans appear clear enough. Mr. Morabito, in response to questions from the Committee, explained that it is the job of the architect to develop the architectural specs from the educational specs. Mr. Morabito told the Committee that he would get the MGT report for the next meeting for further clarification.

Mr. Toaso stated that it would be great if the following items could be included:

- possibly move the stage to the gym for additional space on the APR
- replace the 5 portable classrooms with regular interior classrooms
- flexible spaces i.e. 2 rooms with folding partitions that could be opened so that an entire grade level could meet in one space
- ideally all support rooms will be needed to provide services to students (14)

Mr. Toaso stated that the building needs to be able to accommodate 504 students.

The committee asked if the architect should have the current floor plans for developing his proposal.

Mr. Morabito stated that the Committee should refer that question to Twig Holland, Director of Purchasing, Town of Fairfield since she is the person who has the experience in creating RFPs.

There was some discussion about how to control the number of change orders and Mr. Morabito stated that change orders are a normal part of any project but everyone will do their best to make sure that change orders do not get out of control.

Chairman Quinn informed the Committee that the Educational Specifications lead the project.

4. Review of original timeline and develop task to re-work

The Committee reviewed the timeline in detail. Mr. Morabito stated in response to a question from the Committee, that the contingency portion of the seed money request, if not spent initially, could be used for the remainder of the project expenses.

5. Discuss scheduling of seed money request with Purchasing Department, specifically the process to get approval from all appropriate parties.

Ms. Iacono informed the Committee that the process for obtaining the seed money would be for the Chair to go to before the Board of Selectmen (BOS) with the request. If the request is approved by the BOS, then the request is sent to the Board of Finance (BOF) for approval. If the BOF approves the

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request, the request is then sent on to the Representative Town Meeting (RTM) sub-committees for their review and approval and finally, the request is sent to the RTM for the final approval.

Mr. Ratner moved and Ms. Sawyer seconded to authorize the Chair to request \$250,000 for seed money for the Riverfield School Building Project. Motion carried unanimously.

Chairman Quinn will contact the First Selectman about getting this request on the BOS agenda.

6. Discuss and develop next steps to put out architectural bidding request

Mr. Morabito informed the Committee that this first step in the project should produce schematic plans that can be used for producing detail plans that would lead up to construction documents.

Mr. Ratner informed the Committee that he had spoken with Twig Holland concerning the timeline for the RFQ Ms. Holland explained the timeline as follows:

- RFQ takes about 2 weeks to develop (April 10th would be the earliest it could be done)
- there is usually a 2 week return date for bids to be returned
- bids should be back by April 24-26
- development of a short list (4 bidders at most) could be done by about May 15th
- the interview process should be done by late May or early June

Mr. Ratner informed the Committee that Ms. Holland told him her experience has shown there might be around 16 bidders for the project. Mr. Ratner said that Ms. Holland encouraged the Committee to look at the portfolios submitted, looking especially for architects who have done a variety of projects, not just educational projects. Mr. Ratner also informed the Committee that the bidders are chosen based on qualifications, then the fee envelopes are opened.

7. Other Business

None

8. Public Comment

Judy Ewing introduced Harry Ackley, Tom Cullen, and Anna Cutaia-Leonard to the Committee.

9. Adjourn

There being no further business, and upon motion made, duly seconded and carried unanimously, the meeting was adjourned at 8:34 P.M.

Respectfully submitted,

Deborah J. Garavel
Recording Secretary