

Town of Fairfield
Roger Sherman Elementary School Building Committee

Committee Charge

A Roger Sherman Elementary School Building Committee (RSBC) shall be established to plan, coordinate and supervise Phase III of the Sherman Elementary School Renovation Project at Roger Sherman Elementary School for the Town of Fairfield (Town).

The RSBC shall be guided by an Educational Specification as developed by the Board of Education (BOE). The Board of Selectmen directs the building committee not to exceed the Educational Specification in any area without prior approval from the Board of Selectmen.

Roger Sherman Elementary School is within a flood plain and as such is subject to certain Federal Emergency Management Agency (FEMA) regulations. Improvements to the building must be less than 50% of the appraised value of the structure in order to be exempt from FEMA's elevation requirements. Using the 2017 valuation, the limit for all costs that count toward the FEMA limit is \$2,610,850. All matters related to FEMA are subject to the review and approval of the Town's Planning Director.

The RSBC shall retain appropriate design professionals (architect, structural engineer) for site review, design and contract administration. The RSBC shall utilize the Construction Management Oversight (CMO) Firm previously selected by the Town for this project. The RSBC may retain additional design, engineering and specialty consultants as required in accordance with Town and State selection and procurement standards and requirements. The RSBC shall follow all statutory requirements in regards to any energy savings or green initiatives.

The RSBC shall organize their scope of work and estimate the costs and request appropriate funding. The estimate of total project cost, schedule and schematic design documents shall provide the basis for the request for project funding to be submitted to appropriate Town bodies and agencies. Working with the Fairfield Public Schools' Manager of Construction, Security and Safety, the RSBC shall seek any grants that may be available to help cover or reduce costs. The RSBC shall only seek state aid reimbursement for the project if state regulations would not cause additional costs for this project to exceed the value of any state aid reimbursement or to trigger flood regulations which would significantly delay the project. The Board of Selectmen requests that the RSBC come back to the Board of Selectmen for review and approval prior to any final reimbursement decision being made.

The RSBC shall consist of not less than three and not more than eleven members. The committee shall meet monthly or more frequently as needed, shall maintain minutes and an orderly record and shall comply with Town and State statutes and regulations. The RSBC shall follow all practices outlined in town building committee manuals and the 2007 report issued by the Building Construction Review Committee.

Members of the RSBC shall be appointed by the Board of Selectmen and confirmed by the RTM. The Committee shall report to the Board of Selectmen through the office of the First Selectman. These updates should come prior to key milestone decisions and as requested.

Upon completion of the project, the RSBC must obtain written confirmation from the Board of Education that the building has been accepted as complete by the Board of Education. The RSBC shall then notify the Board of Selectmen in writing that the project has been delivered to the Board of Education in accordance with the Educational Specifications, that its charge is fulfilled and that it wishes to disband.

The Committee will consider the following as it evaluates and recommends project options:

- How to minimize the ongoing cost of maintenance and operation of the building and the improvements
- How to incorporate appropriate “green” initiatives and capabilities within the design and operation
- How to incorporate “time tested” options, design features and construction techniques
- How to maximize the opportunity for state reimbursement and ensure timely processing of all state reimbursement paperwork requirements

Approved by the Board of Selectmen – May 3, 2018