

HIGH SCHOOL RENOVATION BUILDING COMMITTEE

October 2, 2008

7:00 PM

High School Professional Library

MINUTES

Present: Bruce Hampson, Karen Birck, John Guth, Sean O'Toole, Mark Esposito, Jim Lucey, Christian Planton, Tim Canty, Chip Gawle, Amy Samuelson, Alan Aldag, and Gary Richards

1. **Approval of Minutes of last Meeting-** A motion was made by Karen to approve the minutes of the June 26th meeting. The motion was seconded by Tim.

Vote: 10-0

2. **Review of Project Time line**

Ty distributed a revised summary of tasks/timeline and mentioned a few specific items:

1. He pointed out the need to write a commissioning RFP. (line 27)
2. CD Updates from commissioning (line to be completed by November 24th – To be submitted for committee reaction (line 33)
3. Bid & Award (line 37) – Early December
4. Removal of ceiling pads (line 44)
5. The work will be done during the summer and is expected to take two weeks. Central office and the HS offices will need temporary relocation as duct work is done.

3. **Town Building Permit:**

Bruce has spoken to Town Planner Bob Nerney and Bob Root, Town Building Officer. We will not be required to have a state permit. We do have to get approvals from Planning & Zoning, the Fire Marshall, and the Town of Wilton Building Department. We will also need a formal Letter of authorization for the project from the owner (First Selectman Brennan on behalf of the Town.)

- Planning & Zoning Is concerned about three items:

1. *Screening roof top equipment.* Sean has built a mock-up of the HVAC roof top equipment that will simulate the size and will build a second one for another. The sooner we address this

2. *Location of Temporary Trailers*

3. *Noise of the equipment at the property line* – There was discussion about how to measure this accurately.

- The Building Department issues
 1. Seismic restraints
 2. Amy, Ty and Bruce will schedule an informal meeting with Mr. Root within the next few weeks and another once the drawings are done.
- Fire Marshall - Ty, Sean and Alan to meet with Dave Kohn
- ADA Review – No local accessibility review is required but perhaps S.L.A.M. can sign a letter indicating that we have complied with applicable state accessibility codes.

4. Plan and Specification Review and Approval: The process (Ty)

- a. *HVAC* – Classroom acoustics – we need to specify a target sound level and have our acoustic consultant confirm that the design will result in the desired sound level.

It was agreed that for major HVAC equipment and the Building Automation System, The Specification will identify a “Base Bid” vendor and two (2) other acceptable vendors of equal quality.
Alan Aldag committed to delivering a Plan and Spec in four (4) weeks for review by the committee.
- b. *Little theater* – Amy will be meeting with theatre consultants at her offices. Amy was given John Repicky’s notes/suggestions for the LT. Christian made several suggestions e.g. do not paint the floor; do not use certain rubber product that connects carpeting, aisle lights as part of the seats etc. Ty suggested that we have a walk-through the documents session to catch problems before the process goes too much further
Amy will try to have Plans and Specs available for review in four (4) weeks for the Science Classrooms and Little Theater.
- c. *Science Classrooms* – Jim shared some topics discussed with the staff e.g. lab stations, depths of sinks, phone jacks, technology for mimio; fume hoods with horizontal sliding doors; a/v issues; Bluetooth / wireless in the room.
- d. “*Finishes*” – To be discussed at the October 20 meeting.

5. RFP's

- a. *Commissioning Contract* – The timeline shows the tasks required for this process. This process will take place from October 7 – November 3. Ty reviewed a draft RFP document with the committee and accepted suggestions for modifications. We want the responses returned by October 21st. Interviews to be scheduled on or about October 28th.
- b. *Asbestos Remediation* – The District has an abatement plan and a vendor that completes necessary work. We do not need a separate RFP/contract for this work.

6. **Construction Manager AIA Contract** – Ty will have a draft AIA contract by next week.

7. **Hiring of Project Manager (i.e. owner's representative)** – We need to write a job description to give the person the necessary authority to approve minor change orders. Sean and Ty will work on this. Ty urged us not to duplicate the work that Turner will be doing as CM.

8. **Phasing** – We need to have a meeting on phasing very soon as this affects building utilization, etc. Alan will take a first pass at a phasing plan for HVAC work. Meeting will be 3:30 on October 16.

9. Summary of Action Items

- Roof – Top mechanical equipment Screening and location
 - Install a frame mock-up to outline the location and size of the new Roof Top equipment... Sean O'Tool
 - Meet with Bob Nerney (Town Planner 203-563-0185) to determine if screening is required Ty to make appointment with Sean and Alan (Also let me know the date and time)
 - Building Department ... Bob Root ; 203-563-0177)
 - In addition to the screening, the town requires guard rails if closer than 10 feet from edge of roof and seismic restraint. (Alan does not believe this is necessary under the code) Need to determine exact requirements ASAP.
 - Amy, Ty, Alan and Bruce will schedule an informal meeting with Bob Root to discuss these items.
 - Attached are my notes from meeting with Zoning and Building Depts.
- Commissioning FRP.
 - Ty to put this RFP out to bid this week to a selected bid list, with a return date of October 21st
- Construction Manager AIA Contract
 - Ty to e-mail a draft of the CM AIA Contract for review by Building Committee and then town attorney.

- ADA Review
 - Amy to determine the process with the State to secure sign-off on ADA review of Little Theatre and Science Classrooms (?)

- Construction Phasing
 - Alan will prepare a draft of the HVAC phasing Plan.
 - Meeting with Ty, Sean, Mark and Alan: October 16, at 3:30 PM to begin to develop phasing plan. Sean to specify meeting location.

- Owner Project Manager
 - Need to develop a Job Description for the on-site, Owner Project Manager. Sean to head. Ty and BEH will work with Sean on this. This position would interact with the Turner Project Manager and the Building Committee to insure:
 - Student safety and learning environment are not compromised during construction
 - Authorize “extras” on a day to day basis up to an amount of \$??
 - Report to Building committee project schedule issues or delays.
 - Present “extras” claims to Building Committee for amounts over \$??
 - Other responsibilities to be determined by Building Committee.

- Plan and Specification Review
 - Alan to prepare first draft of HVAC, including BAS P&S in four weeks ... By October 31
 - Amy to inform Building Committee if SLAM can meet the same date for Little Theater and Science Classrooms.

- Vendor selection
 - Specification will be “Base Bid – Alternate”
 - HVAC and Controls: HVAC team will designate Base and two alternate vendors for :
 - RTU’s
 - BAS
 - VAV (?)

- Fire Marshall
 - Ty, Sean and Alan to meet with Dave Kohn to understand Fire Dept requirements for gaining permit. Sean to set up. (Inform BEH of time and date.)

10.Schedule of Next Meeting – October 20 at 7:00 PM

11.Adjournment – The meeting was adjourned at 8:50 PM