

Draft

Minutes of the regular meeting of the Standing Building Committee held on November 3, 2020

Present: David DeMaio, James DeMaio, Peter Rader, Will Thompson, Adam Tulin, Michael Tyre

Also present: Cliff Gurnham, Director of Operations; Ted Sands, Board of Education

Mr. DeMaio called the meeting to order at 7:05 p.m.

1. Approval of minutes of regular meeting of October 6, 2020. On motion made by Mr. Tyre, and seconded by Mr. Thompson, the Committee voted unanimously to approve the minutes of the regular meeting of October 6, 2020 as submitted.
2. Public Comment. There was no one present for public comment.
3. Revisions to agenda as appropriate. There were no revisions to the agenda necessary.
4. Board of Finance report. Mr. Gurnham noted that he had attended the October Board of Finance meeting and answered any questions that were raised by Board members.
5. Discuss for possible action proposal for mechanical and electrical engineering services for the Cox Elementary School HVAC Upgrades and the Guilford Lakes Elementary School HVAC Upgrade project.

Cox Elementary School HVAC Upgrades - Mr. Gurnham noted that at the October meeting the Committee had reviewed proposals for Professional Design for mechanical and electrical engineering services for the Cox Elementary School HVAC Upgrades and the Guilford Lakes Elementary School HVAC Upgrade project. The Committee had requested that the two firms be asked to update their proposals that provided for a direct replacement to include a VRF system and to and redevelop a new scope with a new fee. Antinozzi has submitted a new fee of \$85,900 for professional design services for the Cox School project. Silver Petrucelli was also asked to confirm their fee for change of design from direct replacement to a VFR design and they have agreed to hold their fee at the original \$48,060.

In response to a question by Mr. Tyre, Mr. Gurnham noted that the Silver/Petrucelli fee is under the cap for accepting an on-call proposal. Mr. Gurnham also noted that Silver/Petrucelli has indicated that they are confident in their proposed fee. They have also provided a budget fee of \$12,830 for a Construction Administration Fee pending more defined scope of required work.

In response to a question by Mr. Sands, Mr. Gurnham noted that he believes Silver/Petrucelli has been very competitive and wants to continue their work with Guilford so they have submitted a very competitive fee proposal. They also have in-house engineers and have done the work for the Baldwin HVAC project so would be able to maintain the work for the engineers with this project.

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David DeMaio noted that the proposal from Antinozzi is more detailed and he recommended that Mr. Gurnham go back to Silver/Petrucci and ask them to provide more detail on their proposal in writing. Mr. Gurnham agreed to request that Silver/Petrucci provide an addendum to their proposal outlining additional detail before it is forwarded to the Board of Selectmen.

After discussion, on motion made by David DeMaio, and seconded by Mr. Thompson, the Committee voted unanimously to recommend that the proposal from Silver/Petrucci and Associates for architectural services for Schematic Design, Contract Documents and Bid Phase Assistance be accepted for a fixed fee of \$48,060, as the low bid, contingent upon receipt of an addendum that provides additional detail on the system proposed to be used and on the number of meetings that will be included in the proposed fee.

Guilford Lakes Elementary School HVAC Upgrade – Mr. Gurnham noted that Antinozzi has submitted a new fee of \$91,600 for professional design services for the Guilford Lakes Elementary School HVAC Upgrade project. They will be using CES as their engineer for this project. Silver/Petrucci was also asked to confirm their fee and they have agreed to hold their fee at the original \$49,910. The Committee members agreed that Silver/Petrucci should be asked to provide an addendum with more detail to clarify their services.

After discussion, on motion made by David DeMaio, and seconded by Mr. Rader, the Committee voted unanimously to recommend that the proposal from Silver/Petrucci and Associates for Architectural Services for Schematic Design, Contract Documents and Bid Phase Assistance be accepted for a fixed fee of \$49,910, as the low bid, contingent upon receipt of an addendum that provides additional detail on their proposal and on the number of meetings that will be included in the proposed fee.

6. Update for possible action GHS Stadium Turf Field and Track. Mr. Gurnham noted that the bid package is being put together for the GHS Stadium Turf Field and Track project. The bid should be available for Standing Building Committee review next month. The timeline calls for the project to go out to bid in February with a notation that the project is contingent upon funding being approved by a successful April referendum.

7. Discuss for possible action update on Performance Contracting. Mr. Gurnham noted that completion of the control work should be substantially complete by the end of December. The additional solar work at Melissa Jones will be pushed into the spring after the design is complete. The UI initiatives have been received but they are continuing to wait for the Eversource initiatives. There will be discussion on the measurement verification once all of the initiatives are received.

Mr. Rader questioned if there is any update on the impact the increase in the use of fresh air in the schools HVAC system could impact measurement verification. Mr. Gurnham noted that they have increased the fresh air from 10% to 20% so there could be a slight rise in energy usage. This has not yet been discussed with JCI.

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8. Discuss for possible action update on HVAC Upgrades at Melissa Jones School. Mr. Gurnham noted that the HVAC update at Melissa Jones School project is nearing completion with only a few punch list items outstanding. Most of the major work will be completed by next week. Mr. Gurnham noted that an issue with the heat in the Melissa Jones gymnasium developed during voting today but JCI came in and the issue was corrected mid-day.

9. Discuss for possible action update on Melissa Jones Elementary School Partial Window and Door Replacement Project. Mr. Gurnham noted that at the October meeting Mr. Tyre requested additional information regarding performance criteria on the window glazing. Information on the ratings on the windows was forwarded to the Committee members and Mr. Tyre noted that this information clarified his questions. Mr. Gurnham requested that the Committee take action to approve and specifications and plans for this project to go out to bid.

On motion made by Mr. Thompson, and seconded by Mr. Tyre, the Committee voted unanimously to approve the specifications and plans for the Melissa Jones Elementary School Partial Window and Door Replacement Project for this project to go out to bid.

10. Discuss for possible action update on Melissa Jones Elevator Modernization and Upgrade Project. Mr. Gurnham noted that they are continuing to work on the design of the Melissa Jones elevator. The contractor has come out to the school a number of times to obtain information. They are looking at an electric option in addition to a hydraulic system to determine the best fit for the site. The electric system could possibly generate some savings. He will have more information available for the December meeting.

11 Discuss for possible action update on HVAC Phase II Upgrades in Baldwin School. Mr. Gurnham noted that the contractor is pushing to complete the HVAC Phase II Upgrades at Baldwin Middle School project by mid-December. The original date was October but there have been delays due to Covid.

In response to a question by David DeMaio, Mr. Gurnham noted that they are continuing to rent the temporary units. He is anticipating paying for the rental of heating equipment for a couple months once these units are on site. David DeMaio questioned if this extra cost could be linked to a design error making Silver/Petrucelli responsible for this extra charge for the heating unit costs that were included in a Sav Mor change order. Mr. Gurnham suggested that the Town could have a discussion with Silver/Petrucelli on assisting with the cost of the rental equipment. Mr. Thompson commented that he believes this discussion is worth pursuing if a pattern develops with Silver/Petrucelli but he feels that the costs for the rental of the heating units are not worth pursuing at this time.

12. Update on District Wide Interior Door and Lock Project. Mr. Gurnham noted that the Board of Selectmen accepted the Standing Building Committee's recommendation to approval the proposals from Gordian to supply the doors and locks for the interior door and locks projects at Guilford Lakes School for \$76,640.69 and at Melissa Jones School for \$48,749.28. The contractor is in the process of ordering the doors which should take 6 – 8 weeks to arrive.

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13. Chairman's report/Committee correspondence. There were no items for discussion under Chairman's report/Committee correspondence.

14. Approval of bills. On motion made by Mr. Rader, and seconded by Mr. Tulin, the Committee voted unanimously to approve payment of Invoice #31666619-001 dated 10/8/20 for \$7198.00, Invoice #31666928 dated 10/8/20 for \$1,860 and Invoice #31666928-00 for \$1,783, from Herc Rental for rental of equipment for the Baldwin Middle School HVAC project.

On motion made by Mr. Tyre, and seconded by Mr. Tulin, the Committee voted unanimously to approve payment of Invoice #11816 from Sav-Mor for \$134,100.00 for contractor services for the Baldwin Middle School HVAC Phase II Upgrades project.

On motion made by James DeMaio, and seconded by Mr. Tyre, the Committee voted unanimously to approve payment of Invoice #18012 from Kaestle Boos Associates for \$4,125.00 for professional services including the balance of Data Collection & Field Investigation and the balance of Preliminary Design work for the Guilford High School Synthetic Turf Field project.

On motion made by Mr. Thompson, and seconded by Mr. Tulin, the Committee voted unanimously to approve payment of an invoice from Terry Holland-Buckley for \$301.75 for secretarial services for regular Standing Building Committee meetings in September and October, 2020.

15. Old business. There were no items discussed under old business.

16. New business.

16.1 **Follow-up discussion on direction from Jeff Donofrio regarding responsibilities of Standing Building Committee to serve as "Eyes and Ears for Town projects".** David Demaio suggested that the Committee members begin a discussion on the responsibilities of the Standing Building Committee.

Mr. Sands questioned if any Town projects have recently been brought before the SBC for review. David DeMaio asked for clarification on whether the Standing Building Committee has responsibility for both Town and Board of Education projects. Mr. Gurnham noted that, by charge, any Town or Board of Education capital or bonded project related to building or major construction with a cost of over \$10,000 should be reviewed by the Standing Building Committee. He noted that if the Committee members want to have a more active role in projects, he is very willing to take them to the site of any project for further review. He noted that most project meetings are on site and the Committee members are welcome to attend any of these meetings.

David DeMaio noted that Mr. Gurnham is a regular attendee at Standing Building Committee meetings to represent Board of Education projects. He suggested that he could have a discussion with Janice Plaziak, Town Engineer, and Matt Hoey, First Selectman about appointing a Mr. Gurnham equivalent for

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the Town projects. The Committee members agreed it would be helpful for Mr. DeMaio to set up this meeting.

16.2 Discussion on Change Order process to insure possible exposures are brought into the open before start of a project. David DeMaio noted that ideas that have been discussed in the past to help insure that possible exposures are brought into the open before the start of a program include providing the plans and drawings to the Committee members earlier in the process to allow adequate time for review and insuring that an adequate Contingency amount is included in the budget. He is confident that the Committee has a very good mix of talented and qualified professionals and if the members are provided with adequate time to review well done drawings, they can continue to provide an important service to the Town. This is one way for the Committee to follow-up on its charge to protect the Town.

Mr. Rader commented that having a solid set of drawings is important. In addition the Committee needs to make sure that qualified engineers and architects are hired for projects.

In response to a question by Mr. Tulin, Mr. Gurnham noted that the Committee does not have to recommend selection of the low bidder if it is deemed that another bidder would be in the best interest of the Town. A justification needs to be provided for not selecting the low bidder. It is helpful to have a pre-selected on-call list to use in the selection process.

Mr. Rader suggested that consideration be given to providing for financial penalties like holding back fees, especially in the larger projects, to insure compliance. An expectation can also be set with the architect to produce quality drawings to limit errors and unknowns. Mr. Tyre noted that some Towns put an extra fee on the architect or a retainage model is used to help with limiting changes. David DeMaio noted that the retainage model is part of the AIA contract.

Mr. Gurnham noted that another step he takes to help improve accuracy of drawings and specs is to ask his electrical and HVAC staff to review drawings since they are familiar with the buildings and are sometimes able to catch incorrect or missing items.

The Committee members agreed that David DeMaio should reach out to Attorney D'Onofrio to begin further discussion about working toward providing for more accountability in contracts using the retainage model, among other ideas, to encourage quality architectural services for projects so that changes and errors can be limited or avoided.

Mr. Thompson questioned if changes to the contract, that had been previously discussed by the Committee, should also be brought up by David DeMaio. Mr. Gurnham noted that Attorney Millman and D'Onofrio had previously added language to the Town's contract after receiving recommendations from the Committee.

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Mr. Tyre questioned if there is a way to track the change orders for projects over the past few years to see if there is a problem historically. Mr. Rader commented that, even if there is not a persistent problem, this is an opportunity to improve the process. Mr. Gurnham agreed to put together an accounting of the change orders for projects over the past few years but also noted that he should specify the number of these change orders that were owner driven versus design driven.

In response to a question by Mr. Rader, Mr. Gurnham noted that the next on-call request for proposals will be due in 2021.

Mr. Gurnham noted that the Skysite has files for all projects and the Committee members can have access to be able to review details on the different projects.

17. Executive session as needed. There was no executive session.

On motion made by Mr. Thompson, and seconded by Mr. Rader, the Committee voted unanimously to adjourn the meeting at 8:35 p.m.

Terry Holland-Buckley
Clerk