

TRUMBULL HIGH SCHOOL BUILDING COMMITTEE
MINUTES
September 26, 2007

- Call to Order:** The Vice-Chairman, Mr. Scinto called the meeting to order at 7:06 p.m.
- Present:** Ms. Timpanelli, Mr. Shepard, Ms. Flynn, Mr. Chiemelewski, Ms. Gottlieb, (arrived at 7:11 p.m.), Ms. King, Mr. Scinto, Mr. Lemay, and Mr. McCabe.
- Also Present:** First Selectman Raymond G. Baldwin, Atty. Donofrio, Mr. Hackett, BoE Technology Director, Mr. Schopick, Town Attorney, Ms. Thornton, Town Council member, (arrived at 7:31 p.m.) and Mr. Barbarotta.

Approval of Minutes:

Ms. Flynn and Mr. Shepard moved and seconded to approve the September 5, 2007 meeting minutes as submitted.

VOTE: Motion approved unanimously.

New Business:

The Building Committee discussed the architect's bid specifications draft distributed prior to this meeting.

Ms. Flynn suggested the following changes to the bid specification draft:

- Page 4: insert the full Town Council resolution which includes the language referencing the LEED certification requirement. The Building committee agreed. Atty. Donofrio made note of this addition.

The Building Committee discussed clarification of the following items:

- A 4-year completion date with the addition of the language, "upon commencement of the construction documents".
- The feasibility study shall be referenced as "updated March, 2007".

The Building Committee discussed the section titled "Scope of Services"; Mr. Shepard suggested referencing the general conditions as set forth by the B141 contract. Atty. Donofrio stated he generally uses a different contract, which better serves/protects the owner. The Building Committee agreed.

Atty. Donofrio explained in detail the fee process, and added that there is a provision written into the specs which would allow a second bid with conditions. Page 9 of the Bid Spec document under the heading ***Bid Price***, paragraph B, includes hourly rates for additional work. Provisions are made if the bid package exceeds 5% than the total bid, (the architect will do the additional work at their cost). The provision for a second bid price would include conditions, if the architect sees a different way of approaching the project as outlined in the bid specs. The Building Committee spoke favorably of this provision explaining that this allows for further creative approaches/solutions of the architects bidding. Atty. Donofrio confirmed that the new legislation allows for this provision. Atty. Donofrio suggested the Building Committee compile a list which would

value-out particular items which could be deducted. Mr. Shepard cautioned that would place the Building Committee in the role of value engineering, which could negatively impact the program. In response to a question from Mr. Shepard, Atty. Donofrio confirmed that post bid addendums are still an available option under the new legislation. Mr. Donofrio stated that a pre-bid mandatory meeting will be listed as a requirement.

In response to a question from Mr. Scinto, Atty. Donofrio confirmed that the Building Committee can vote on the Architect Bid Spec Document at this meeting with addition of the language to read as, “subject to the changes as referenced at this meeting”.

First Selectman Baldwin suggested an Owner’s Representative for the Like-New-Renovation, the Owner’s Rep would report to the First Selectman, Town Council and the Building Committee.

In response to a question from Ms. Flynn, Atty. Donofrio stated the publication, (Invitation to Bid) would include a pre-bid mandatory meeting. The Building Committee, a sub-committee and/or Atty. Donofrio would go through the bids, eliminate those that do not meet the minimum required qualified standards, the apparent low bidder would be brought in and checked thoroughly to qualify the bid.

In response to a question from Mr. Scinto, Atty. Donofrio stated that he has conferred with a Senator re: the status of the legislation, it seems that there is nothing in the near future pending that would change this most recent legislation.

In response to a question from Mr. Lemay, Atty. Donofrio stated that most of the criteria suggested are basic, there does not seem to be any that would limit the field too much. Atty. Schopick added that attached to the bid there is a disclosure notice that would require the bidder to disclose business with the Town of Trumbull or a representative/official thereof. Atty. Donofrio added that the CM would hold he contracts. In response to a question from Ms. King, Atty. Donofrio stated a fixed fee allows for more reliability/predictability vs. the % rate.

Atty. Schopick stated it could be possible to have a % rate with a “not to exceed number” attached. Mr. Shepard and Ms. Flynn spoke in favor of a fixed fee.

Mr. Shepard suggested a 9-month duration period for schematic & design documents from the “Notice to Proceed”. Atty. Donofrio agreed and suggested this timeframe could be discussed at the mandatory pre-bid meeting, a bid addendum could be added if necessary.

Ms. Flynn and Ms. King moved and seconded to accept the Bid Spec for Architects as submitted by counsel, subject to the changes discussed at this meeting and date changes to be determined: Page 2 to include the Chair’s business address; Page 4 paragraph 1, to include the Trumbull Town Council’s resolution which includes the language of the LEED certification requirement; 9-month design schedule from commencement of the construction document; Page 5, language to include “a sample document can be picked-up”.

VOTE: Motion approved 8-0-1(Lemay abstain).

New Business:

First Selectman Baldwin stated the Town Council and himself recommend and request the Building Committee to consider an Owner’s Representative for the Like-New-Renovation. Atty. Donofrio described a typical Owner’s Rep’s scope of services in detail with the Building Committee,(weekly tape recorded job meeting, video recordings of the

progress of the project, punch list review, training of the mechanicals are a few examples) An Owner's Rep can not spend the project's funds without Building Committee approval. The Town Council would hire the Owner's Rep and it would be the lowest qualified responsible bidder. Mr. Scinto requested the scope of services outline for an owner's rep be distributed to the Building Committee for their files. Atty. Donofrio agreed he would distribute them next week.

First Selectman Baldwin left the meeting at 8:06 p.m.

Mr. Hackett stated that computers would be completed the end of this week, they are awaiting laptop carts, the language lab would be complete this week. Mr. Hackett requested if there were available funds from the classroom/addition project if the Building Committee would consider purchasing additional memory for the computers. The Building Committee stated the project is past substantial completion, additional requests at this point could be problematic suggesting the request be put in writing to the Building Committee Chairman. If reimbursement is possible the Committee could consider the request.

Atty. Donofrio left the meeting at 8:16 p.m.

Ms. Flynn referenced a prior discussion via e-mail re: computer issues, (additional power strips at the teachers' stations). The Building Committee stated the BoE had reviewed the plans, (drawings & specs), that would be the appropriate and much more cost effective time to make the change.

The next scheduled Trumbull High School Building Committee is scheduled for Wednesday, October 3, 2007 to be held at 72 Strobel Road Trumbull High School in the New Commons Area at 7:00 p.m.

There being no further business to discuss the THS Building Committee adjourned by unanimous consent at 8:32 p.m.

Respectfully submitted,

Margaret D. Mastroni