

BOE CIP/Facilities/Finance Committee Minutes
March 9, 2016
3 Primrose Street, Conference Room 1, 5:00pm
Newtown, CT 06470

CALL TO ORDER: 5:05pm

Attendance: Rebekah H. Ron B. Gino F. Bob Mitchell, Joe Erardi, Debbie Leidlein

PUBLIC PARTICIPATION

None

COMMUNICATIONS ANNOUNCEMENTS

None

UNFINISHED BUSINESS

None

NEW BUSINESS

ITEM 1 Discussion of approved 3.6M CIP for HS Auditorium.

We approved 3.6M for HS Auditorium. Discussion was around how we got to the 3.6 and where are we now. Components of a project began to be included in the CIP in 2004-05 and it was roughly \$500,000. In 2006-07 it was removed due to the HS construction and renovation project and it did not reappear on the CIP until 2010-11 at approximately 1.4M. The actual total cost is 6.2M to do everything that needs to be done which includes alternate items on Ed Specs. Roughly two years ago 2.6M was in the CIP when we hired Kaestle Boos as a consultant to do the schematics study. They bumped the project up to 3.6M. With 3.6 added to CIP we turned it over to Public Building and Site for an RFP to hire an architect. Once Smith, Edwards, McCoy was selected as the architect the process of design started. The Ed Specs were proved on January 19th. There are 2 phases of the project. The demolition and renovation. On March 11th, Bob Mitchell will meet with the architect to go through and pull out what can be deferred for the next CIP. Smith, Edwards, McCoy will bring options to the table. The project is still on time. We will surrender the auditorium in 2 weeks and the soft demolition will start. June 13th will be the start of the bigger demolition.

We need to come up with a better process of figuring out costs of projects. Usually numbers are put together and then the scope is put together and it's not working this way. Going forward, we need to discuss with Bob Mitchell and look at numbers to figure if they cover everything needed before going to CIP.

Spoke about storage building. Gino looked up storage/butler buildings and who providers are. A quote of \$100 per sq ft was given. Currently looking at \$215,000 range. Looking at year 5 to do this.

Hawley School – 4.383M estimated cost to replace boilers, removal of oil tank, HVAC system, sprinklers, masonry restoration which was discovered during last part of process and there was damage.

ITEM 2 Building and Site Maintenance Projects
Still on hold at this point depending on the budget balance.

ITEM 3 Transportation contract
Expecting a proposal from present contractor to go forward to BOE.

ITEM 4 Food Services contract
RFP was approved by State on February 24th. We advertised RFP in newspaper and sent to a list of vendors required by state. Three vendors have inquired. March 30 is when proposal is due and we will need to review proposals and make recommendation by April 19th. We will need a minimum of 3 people to review vendors proposal based on points. Price has to be the highest weighted value. Documentation will need to be visible for state on review of vendors.

Item 5 Assessment of school buildings:
Postponed to next meeting

Next meeting is scheduled for March 31, 2016, 8:30am, 3 Primrose Street, Newtown, CT.

Adjournment: 5:55
Debbie Leidlein, Chairperson

Submitted by: Joanne Morris

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TOWN OF NEWTOWN

PUBLIC BUILDING AND SITE COMMISSION

**Newtown Public School District, Capital Projects
Public Building & Site Commission**

March 25, 2014

PHASE A – PROJECT IDENTIFICATION, SCOPE & COST STRUCTURE

Periodically, the Director of Facilities for the Newtown Public School District will receive (or solicit) from each school, a list of potential capital improvement or renovation projects. To enhance the efficiency with which capital improvement projects are implemented, the Public Building & Site Commission would undertake a coordination role to support School District staff and liaison with the BOE.

The PB&SC would collaborate with the Director of Facilities (DF) and Superintendent of the District in reviewing the list of proposed projects, determining a priority list and developing an integrated timeline for all projects. The PB&SC would conduct a preliminary review of all projects and provide the District with a recommendation to proceed with project planning.

The PB&SC would coordinate the *Pre-Approval Phase* and provide comprehensive planning services in order to best inform the budgeting and approval process. The PB&SC will establish a comprehensive Scope of Work for each project. Project scope may be verified by conducting on-site assessments, including meetings with building staff or may involve review of previously developed written documentation. The PB&SC will create a written narrative for each project scope and determine whether professional consultants and/or construction trades are necessary to plan and/or implement the work.

The PB&SC will establish a preliminary budget for each project utilizing industry standards and proprietary benchmark construction cost data, creating high/low budgets and/or cash flow analyses, as appropriate. The PB&SC will establish a preliminary timeline for each project through implementation and close-out and will develop an integrated timeline for all proposed projects during the proposed period.

The written scope(s) and preliminary budget(s) will be reviewed and adjusted in collaboration with the Director of Facilities. The PB&SC will review and approve project budgets; the integrated project plan and overall budget will be submitted to the Superintendent and Board of Education for review and approval. The completed project plan and budget can then be submitted as part of the CIP process or BOE budget.

The PB&SC will retain a project management consultant (PM) to assist in the development of the tasks listed under Phase A above and to facilitate the work of all subsequent phases.

PHASE B – PROJECT IMPLEMENTATION

Once the project scope and budgets have been approved, the *Design, Bidding and Award, and Construction Phases* will commence. Services during this phase will vary by individual project type and size. For larger, more complex projects that require professional services (architects, engineering, etc.), the PB&SC will develop and issue RFPs for professional services (Project Type A). For projects requiring only product procurement, the PB&SC will assist the District Purchasing Agent by developing RFPs for product price quotes (Project Type B). And for minor renovation projects with clearly defined scope, or for the construction of Project Type A above, the PB&SC will develop RFPs for construction bidding and pre-qualify a short-list of contractors (Project Type C).

For all projects, the PB&SC will approve RFPs for release after review by the Town / District Purchasing Agents. On behalf of the PB&SC, the PM will manage the RFP process by issuing any clarifications or addendum, conducting pre-bid walk-thrus, and reviewing RFP responses for compliance with RFP requirements. The PM will tabulate and level all price proposals and will make a recommendation to PB&SC and Town / District Purchasing Agents as to contract award. Once the PB&SC has approved the award, the PM will work with the Town / District Purchasing Agents and Attorney regarding form of contract award and notification.

During the subsequent *Implementation Phase* for each project, the PB&SC would provide the following oversight:

Project Type A – Professional Services

- Monitor and coordinate the work of all consultants
 - Establish a project schedule and identify deliverables
 - Ensure communications with school and district staff
 - Report periodic progress
- Ensure involvement of the Director of Facilities in all decisions and reports
- Provide reports and presentations to the Superintendent and/or BOE, as appropriate
- Review and recommend approval of all consultant invoices

Project Type B – Product Procurement

- Confirm documentation for product pricing and make recommendation to the District Purchasing Agent for issuance of Purchase Orders
- Track all costs and review against approved budget
- Establish delivery and installation schedule and coordinate with District Facilities
- Review and recommend approval of invoices

Project Type C – Construction/Renovation

- Coordinate scope review meetings with awarded contractor
- Establish project timeline with the contractor and monitor critical path and project deadlines
- Track all costs and review against approved budget
- Participate in project punchlist activities and project close-out together with District Facilities
- Review and recommend approval of all requisitions

During all phase of each project the PB&SC will work closely with the District Director of Facilities to ensure compliance with all District policies and standards. All project documentation will be submitted to and reviewed by district staff as appropriate and all final decisions regarding contractual issues and payment approvals will reside with the District. All services provided to the District by the PB&SC will be completed in a manner that augments District staff efforts and facilitates successful project implementation.



Ron Bienkowski < bienkowskir@newtown.k12.ct.us >

HS Auditorium - BOF Meeting Tonight

1 message

Ron Bienkowski < bienkowskir@newtown.k12.ct.us >

Thu, Oct 24, 2013 at 2:51 PM

To: Gino Faiella < faiellag@newtown.k12.ct.us >, John Reed < reedj@newtown.k12.ct.us >, Richard Gaines < r.gaines.boe@charter.net >, Debbie Leidlein < boedebbie@gmail.com >

Reviewing my files I found the following;

- 1) BOE Approved plan 11/12/2002 - Project appears in year 2 & 3 for 2004-05 & 2005-06
- 2) BOE Approved plan 12/09/2003 - Project appears in year 1 & 2 for 2004-05 & 2005-06 with numbers that were increased.
- 3) BOE Approved plan 06/15/2004 - Project appears in year 1 & 2 for 2005-06 & 2006-07 with increased numbers and pushed back a year from prior approval.
- 4) BOE plan 10/25/2005 - project bumped off plan completely.
- 5) BOE plan 09/19/2006 - project off plan rationale for this and 4 above was that it was thought that it could be handled with the HS addition project.
- 6) BOE plan 01/15/2008 - still off plan
- 7) BOE plan 09/02/2008 - still off plan
- 8) BOE plan 07/14/2009 reappears on plan in year 5, year 2014-15 for \$1,439,338.
- 9) BOE plan 08/17/2010 moved up to year 2013-14 year 3, I believe for safety reasons.
- 10) BOE plan 01/10/2012 resides in same years, construction in 2013/14.
- 11) BOE plan 10/16/2013 moved to 2014-15, 2nd year at higher amount
- 12) BOE current plan continues the project in 2014-15, now year 1.

Attachment has documents that correlate with numbers above.

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 Auditorium.pdf
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