

**Town of Stonington
K-12 School Building Committee
Special Meeting Minutes
Monday, March 21, 2016
7:00pm
Central Office, Old Mystic, CT**

Members Present: Rob Marseglia, Chairman; Mike Fauerbach, George Crouse, June Strunk, Kathy Sanford, and Kate Rotella

Late Arrival: Rob Sundman, 7:36pm

Members Absent: Bill Sternberg, Assistant Chairman; Julie Holland, Secretary; and Deborah Downie

Recording Secretary: Sandy Tisslere

Guests and Citizens: Van Riley, Superintendent, Stonington Public Schools; Jim Sullivan, Director of Finance, Town of Stonington; Jim Barrett, DRA; Marc Sklenka, Chuck Warrington, Colliers; Peter Manning, Gilbane; Wendy Wilbert and a Stonington High School student.

1. Call to Order

Chairman Marseglia called the meeting to order at 7:08pm.

2. Owner's Representative Report

Chuck Warrington distributed copies of the Request for Proposal for Geotechnical Engineering Services (Attachment #1). Mr. Warrington outlined the details of the proposal. He explained what geotechnical boring entailed and its purpose. The geotechnical engineering firm will provide a report to the design team with recommendations based on their findings. Also, the RFP asks for estimates of costs if additional borings are needed and the fee for possible testing during the construction phase. Kate Rotella discussed what town requirements were for RFPs and Chuck Warrington said he was working with Jim Sullivan, Director of Finance, Town of Stonington, to ensure procedure is followed. The committee discussed the diagrams of the boring location plans. Chuck Warrington said he would address the committee's concerns with DRA. Kate Rotella discussed the bid opening process and the importance of a quick turnaround timeline. The committee discussed the best steps to take to accomplish the testing during April school vacation.

The following motion was made by George Crouse and seconded by Kate Rotella:

Motion: To accept the RFP for Geotechnical Engineering Services with the discussed modifications.

Rob Marseglia – Aye

Mike Fauerbach – Aye

George Crouse – Aye

June Strunk – Aye

Kathy Sanford – Aye

Kate Rotella – Aye

Abstention: Rob Sundman

Chuck Warrington discussed the legislative relief request letter. His office has been in contact with Michele Dixon to schedule an appointment. He will be going to the Office of State Facilities for another matter and will see if she has time to meet with him. The letters for both schools contain language for a space standard waiver and the request for renovate as new status.

Mr. Warrington distributed a Meeting and Milestone Schedule calendar (Attachment #2) for important dates from March – May 2016 for the School Building Committee.

Next, Mr. Warrington discussed current invoices. As invoices are being paid through the town at this time, the invoices will go to Rob Marseglia for approval then forwarded to the Board of Finance. Once an appropriate account has been established with funds from the bond, the Building Committee will

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need to form a Finance Sub-Committee to review invoices, change orders, etc. The subcommittee will be responsible for bringing the invoices to the entire Building Committee for payment approval.

3. Contract updates

Chairman Marseglia reported the Gilbane contract has been delivered to the town hall. There was a K-12 School Building Contract Sub-Committee meeting earlier this evening where the Colliers contract was reviewed. Marc Sklenka will make the agreed changes, then it will be sent to Jim Sullivan for review. Chris Wardrop will review the section regarding insurance. When the Owners Representative Contract reaches its final stage, it will be reviewed by either the town attorney or school district's attorney.

4. Adjourn

The following motion was made by June Strunk and seconded by Kate Rotella:

Motion: To adjourn the meeting at 8:02pm.

All: Aye



Julie Holland, Secretary



Stonington K-12 Building Committee
West Vine Street School & Deans Mill School
Request for Proposal for Geotechnical Engineering Services

RFP Issue Date: March 24, 2016

Proposals are Due no later than April 5, 2016 at 3:00 p.m.

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- IV. Instructions for Submission of Proposal**

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- Bid Proposal Form
- Exhibit A, West Vine Street Elementary School proposed Site Plan
- Exhibit B, Deans Mill Elementary School proposed Site Plan

I. Project Overview

The Stonington K-12 Modernization project consists of two separate building projects that will consist of building renovations, partial demolition and new additions. It also consists of a roof replacement project that will not require geotechnical services.

The West Vine Street Elementary School is located on West Vine Street in the Pawcatuck, Connecticut. The project will consist of demolishing approximately 1,800 square feet of the existing building and construction of a 34,900 square foot addition. The new addition will consist of a new classroom wing, gym, lobby area and other support spaces. The new addition is anticipated to be two-stories high. Please refer to Exhibit A for the existing site plan and proposed boring locations.

The Deans Mill Elementary School is located on Deans Mill Road in Stonington, Connecticut. The project will consist of demolishing approximately 35,350 square feet of the existing building and construction of a 40,200 square foot addition. The new addition will consist of a new classroom wing, gym, lobby area and other support spaces. The new addition is anticipated to be two-stories high. Please refer to Exhibit B for the existing site plan and proposed boring locations.

Drummey Rosane Anderson (DRA), Inc. is the architect of record for the project. Gilbane Building Company is the Construction Manager and Colliers International is the Owner's Project Manager.

II. Scope of Services

A. Comprehensive Geotechnical Engineering Services

The Stonington K-12 Building Committee intends to commission one firm to provide all geotechnical engineering services for both building projects. The scope of geotechnical services shall include the soil sampling, testing, and analysis that will be necessary to determine the suitability of the site for the proposed construction. The tasks associated with the geotechnical work should include the following:

- B. Subsurface Investigations:** In coordination with the DRA, coordinate a preliminary subsurface exploration program to determine the suitability of the site. Test borings should be located per the attached exhibits. It is expected the borings will be performed from **April 18th to April 22nd, 2016**. This is during the schedule spring break. However, if this date is not achieved, the borings will be scheduled at another time through the coordination with the school district. A full report will be required by the end of May, 2016.

Subsurface Investigations should also include:

- Existing Geologic Information – Review existing geologic data to aid in development of a subsurface exploration and sampling program.
- Layout/Utility Clearance – Stake the proposed locations of all borings using an experienced engineer or geologist. Upon completion of the field staking, coordinate the required "Call-Before-You-Dig" notification and drilling efforts.
- Test Borings – Subcontract with a drilling contractor to drill the proposed borings as located on Exhibits A and B. Each boring will be drilled to a depth of 60 feet, or refusal. Boring operations shall include the cost to restore the areas impacted by the boring activities. Borings shall be backfilled with the spoils. An engineer or hydro geologist shall be on-site to observe all test borings. In addition to the requested borings, the proposal shall also include a unit rate per day for additional borings that may be required in the future.
- Permits/Coordination – The proposal shall cover the preparation of any permit applications with respect to the borings.
- Material Testing – Conduct material testing and inspections to properly identify and determine the properties of the subsurface soils.

C. Geotechnical Report

The scope shall include preparation of a geotechnical engineering report that includes the following:

- Subsurface Conditions – Provide a detailed summary of the observed subsurface soil and groundwater conditions.
- Soil Suitability – Conduct a qualitative evaluation of the site soils with regard to their suitability as a bearing stratum based upon your review of the Standard Penetration Test data, material testing, and a physical examination of the soil.
- Foundation Types – Provide recommendations regarding suitable foundation types for the soils encountered and structure type presented, including recommendations for foundation drainage and slab on grade design. Provide reviews of contract documents to verify conformance with geotechnical design intent. Foundation design is not to be included in this scope of services.
- Site recommendations – Provide recommendations for the following: pavement design, suitability of onsite material for re-use as fills, methods for preparation of subgrade, placement of fills and compaction options.

- Bearing Pressures – Determine the allowable bearing pressures for the anticipated bearing stratum.
- Lateral Earth Pressure – Determine the appropriate lateral earth pressure for any below grade structures.
- Seismic Design Criteria – Identify the seismic soil profile coefficient, effective peak acceleration, and seismically induced lateral earth pressures for the building site.
- Liquefaction Analysis – Address the requirements of the Connecticut State Building Code relative to the potential for seismically induced liquefaction.
- Construction Considerations – Provide commentary concerning recommendations and observations as related to construction and other geotechnical aspects of the project to assist with preparation of contract documents (including applicable technical specifications) and construction monitoring.
- Construction Administration- Attend construction conference and or project meetings pertaining to geotechnical issues. Review shop drawings, design computations, and other submittals containing geotechnical content for general compliance with the intent and requirements of the contract documents. Answer questions, issue clarifications, and make design modifications as required based upon actual subsurface conditions encountered during construction.

D. Additional Borings During Design

Additional borings may be required to provide additional subsurface soil conditions against the proposed building layout and foundation systems. The proposer shall provide a separate cost to provide an additional **20** borings at each location, if necessary. The proposal shall also include amendments and/or modification to the original geotechnical report. Unit prices for daily rates shall be provided with the additional borings proposal.

E. Services During Construction

The Geotechnical Engineer may be required to verify subsurface soil conditions during construction. The scope of work shall consist of confirming existing bearing strata and other subsurface conditions as required during construction to confirm soil conditions against the geotechnical report provided for the design of the building. A total of four (4) site visits shall be assumed for this effort. Written field reports for each visit will be required for each visit.

III. Geotechnical Engineer Selection Process

A. Review Process

The Stonington K-12 will evaluate the written proposals to select a geotechnical engineering firm for this project. Proposals are being requested and anticipated to be received from several firms as provided at the front of this RFP.

B. Evaluation Criteria of Written Proposals

The following criteria, listed in random order, are likely to be considered in evaluating the written proposal submissions:

1. Experience of firm in providing geotechnical engineering services of similar projects
2. Fees for Services
 - Proposed fees for the geotechnical engineering services shall be in the form of a fixed lump sum for the project as outlined in this RFP. The lump sum fee must be provided in three parts as follows:
 1. **Phase 1: Initial geotechnical services inclusive of borings and development of the geotechnical report lump sum fee**
 2. **Phase 2: Additional geotechnical borings and modified report.**
 3. **Phase 3: Construction Phase**
3. Also include hourly billing rates to be used when invoicing optional additional services. Rates for each of the applicable job classification listed below and any other appropriate classifications are to be provided. Secretarial services should be included within these hourly billing rates.
 - Principal
 - Geotechnical Engineer
 - Technician

Although the Stonington K-12 Building Committee plans to select the geotechnical engineering firm through a "Quality Based Selection Process".

IV. Instructions for Submission of Proposal

C. Submission Logistics

Three (3) original copies of each firm's proposal must be received at the following location on or before 3:00 P.M. on Thursday, April 5, 2016:

Mr. James Sullivan
Director of Finance
Town of Stonington
152 Elm Street
Stonington, CT 06378

Questions regarding this request for proposals should be directed to Mr. Charles E. Warrington, Jr., P.E. at Charles.warrington@colliers.com. All questions will be responded to via addendum and posted to the CT DAS contracting portal.

Please clearly mark all proposals with "Stonington K-12 Modernization Project".

D. Bid Opening

Bids will be publicly opened on April 5, 2016 at the Stonington K-12 Building Committee meeting.

**Stonington K-12 Modernization Project
West Vine Street and Deans Mill School Geotechnical Services**

BID PROPSOAL FORM

Phase 1: Initial geotechnical services inclusive of borings and development of the geotechnical report lump sum fee \$ _____

Phase 2: Additional geotechnical borings and modified report. \$ _____

Phase 3: Construction Phase \$ _____

Total Fee: \$ _____

Please provide staff hourly rates on separate page.



DEANS MILL SCHOOL

35 DEANS MILL ROAD
STONINGTON, CT

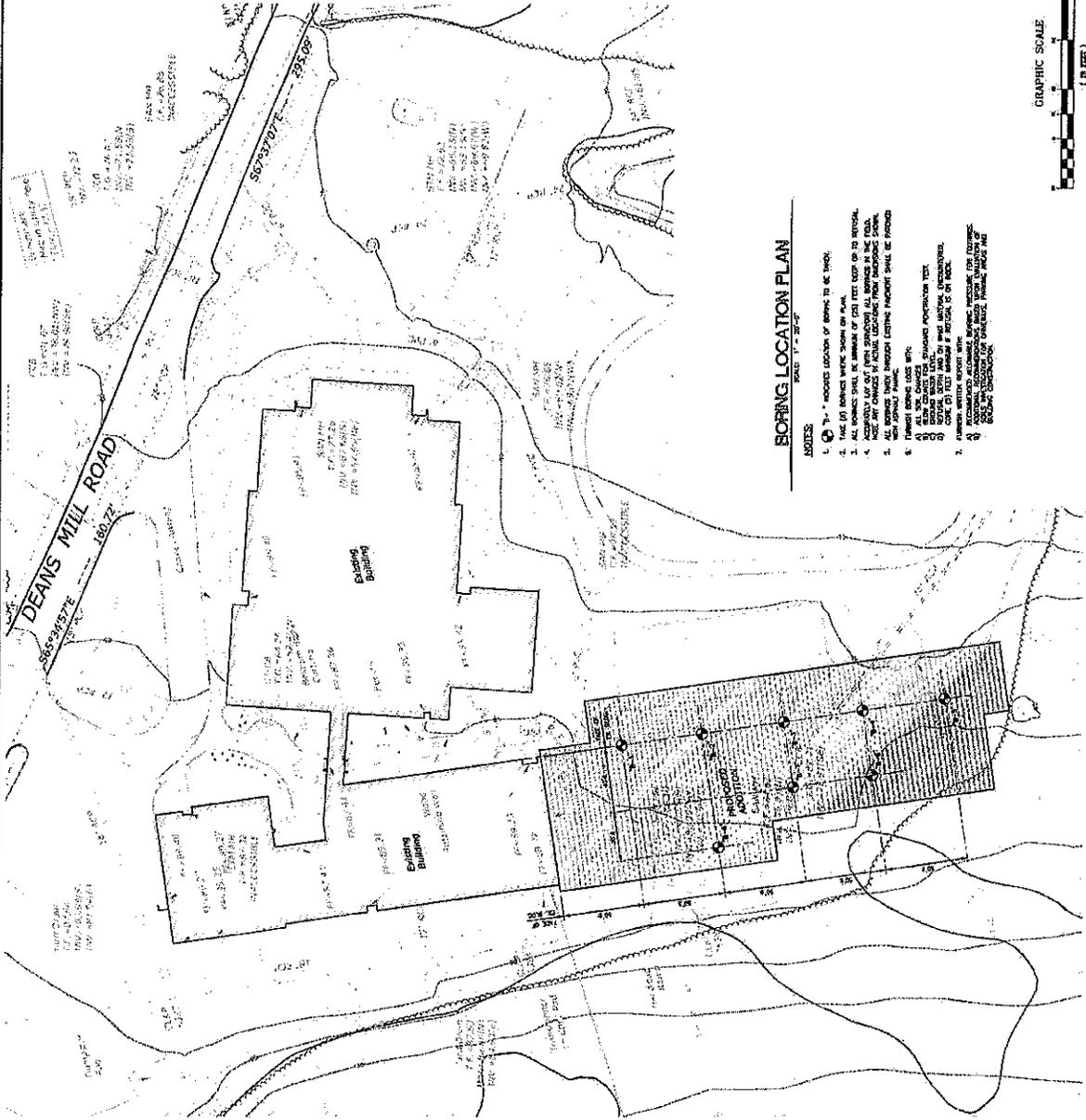
Spec. Date: Revision:

Date: 03-11-16
 Scale: AS SHOWN
 Drawn By: JLD
 Checked By: JLD
 Title:

BORING LOCATION PLAN

Sheet No.:

B-1



BORING LOCATION PLAN

- NOTES:
1. 7" - 1" - 1" BORED LOCATION OF BORING TO BE MADE.
 2. THE (O) BORING MARK SHOWN ON PLAN.
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EXHIBIT B

Stonington K-12 Building Committee

Meeting & Milestone Schedule

March 2016						
ATTACHMENT #2						
March 2016		March 2016			April 2016	
Su	Mo	Tu	We	Th	Fr	Sa
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Feb 28	29	Mar 1	2	3	4	5
	7	8	9	10	11	12
6						
13	14	15	16	17	18	19
				K-12 BC Meeting		
20	21	22	23	24	25	26
	K-12 BC Meeting	Adv. Geotech RFP				
27	28	29	30	31	Apr 1	2

Colliers International|Project Management Northeast

Stonington K-12 Building Committee

Meeting & Milestone Schedule

April 2016

April 2016							May 2016						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7	1	2	3	4	5	6	7
8	9	10	11	12	13	14	8	9	10	11	12	13	14
15	16	17	18	19	20	21	15	16	17	18	19	20	21
22	23	24	25	26	27	28	22	23	24	25	26	27	28
29	30						29	30					

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
Mar 27	28	29	30	31	Apr 1	2
		5 K-12 BC Meeting	6	7	8	9
		Geotech Proposals due. Open and award.				
10	11	12	13	14	15	16
17	18	19	20	21	22	23
		Geotechnical Borings at WVSS and DMS				
24	25	26	27	28	29	30

Stonington K-12 Building Committee

Meeting & Milestone Schedule

May 2016

May 2016						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
May 1	2 Distribute SD Documents for review	3 K-12 BC Meeting	4 SD Comment Review Comments Due	5 SD Estimate Reconciliation (All Day)	6 VE Efforts (Building Only)	7
8	9	10	11	12	13	14
15	16 SD Estimates Due	17	18	19	20	21
22	23	24 Special K-12 BC Meeting	25	26 Special K-12 BC Meeting Approval of SD Docs	27 Commence DD	28
29	30	31	Jun 1	2	3	4