

**Town of Stonington
K-12 School Building Committee
Special Meeting Minutes
Thursday May 26, 2016
7:00pm
Central Office, Old Mystic, CT
Page | 1**

Members Present: Rob Marseglia, Chairman; June Strunk, Rob Sundman, and Deborah Downie

Late Arrival: Kathy Sanford, 7:32pm, Wendy Wilbert, 7:36pm, Julie Holland, Secretary, 8:04pm

Members Absent: Kate Rotella, Vice Chairwoman; George Crouse and Dan Oliverio

Recording Secretary: Sandy Tissiere

Guests and Citizens: Marc Sklenka, Sean Jensen, and Chuck Warrington, Colliers; Peter Adamowicz, Gilbane and Mr. Fiore

1. Call to Order

Chairman Marseglia called the meeting to order at 7:06pm. Mr. Peter Adamowicz, Chief Estimator, Gilbane Building Company was introduced to Chairman Marseglia and the committee.

2. Public Comments

No public comments.

3. PMS Roof Bid Review

Chuck Warrington presented an overhead spreadsheet with bid information for the five firms who bid on the project. He informed the committee that all the bids came in under budget. The two lowest bidders were Commercial Roofing and Allied Restoration; Colliers will schedule meetings with both contractors to ensure they know the scope of the project. Mr. Warrington reported everything was looking good and they would have their recommendation ready for the committee at the Tuesday, May 31, 2016 meeting. Deborah Downie asked about the necessary remediation. Mr. Warrington told the committee the remediation costs are included in the bid. An environmental services company will need to oversee the remediation work.

4. Process for communication between DRA and K-12 School Building Committee

The committee discussed the communication process between their selves, DRA and the administration and school based teams. Everyone is working toward the same goal of the elementary schools modernization and communication and cooperation is key. It is part of the process for DRA to meet with the end users to ensure the finished design of the schools provides the best educational environment. However, the committee needs feedback from DRA regarding what is discussed during those meetings. The committee has questions regarding the schematic design plans, so to address them, Jim Barrett, Dr. Riley and the elementary schools principals will be invited to the June 7, 2016 meeting for discussion of these questions. The Tuesday, May 31, 2016 meeting will include a discussion regarding the most important questions around the schematic design; Colliers will collaborate to include questions they have also received.

a. Creation of a Sub-Committee

Not discussed.

5. Schematic Design Estimate reconciliation

Schematic design plans were given to Gilbane and DRA for estimation to be submitted to Colliers. Colliers performed a comparison analysis. Chuck Warrington gave a presentation sharing both Deans Mill School's and West Vine Street School's Schematic Design Estimate Reconciliation spreadsheets. Colliers met with Gilbane and DRA to ensure they knew the scope and definition of the project and were on the same page of interpretation. Mr. Warrington gave a detailed explanation of the estimation process. He explained the numbers were flexible as variables in savings or cost can fluctuate with time and market. Mr. Warrington told the committee the numbers looked good at this point. The committee

**Town of Stonington
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Page | 2**

discussed value engineering and what it means. If adjustments are needed to remain within budget, Gilbane will provide suggestions for the committee to consider. The committee will work with the administration and school based teams to determine what items are the most important if adjustments are needed.

6. Draft RFP – Hazardous Materials Investigation and Monitoring

A comprehensive hazardous materials study needs to be completed at Deans Mill School and West Vine School. The goal is to have this study done during the summer when school is not in session. Chuck Warrington distributed a draft RFP for Hazardous Materials Inspection, Design and Abatement Services (attachment #1) to the committee. The committee asked if existing studies would be used as well. Mr. Warrington said that they would be reviewed as part of the service. The RFP was reviewed and discussed.

The following motion was made by June Strunk and seconded by Julie Holland:

Motion: To approve the draft RFP with recommended corrections.

All: Aye

7. Adjourn

The following motion was made by Julie Holland and seconded by Rob Sundman:

Motion: To adjourn the meeting at 9:16pm.

All: Aye


Julie Holland, Secretary



DRAFT

**Stonington K-12 Building Committee
West Vine Street School & Deans Mill School
*Request for Proposal for
Hazardous Materials Inspection, Design & Abatement Services***

RFP Issue Date: May 31, 2016

Proposal Due Date: June 14, 2016

Table of Contents

I.	Project Overview	2
II.	Project Schedule	2
III.	Scope Services	3
	A. Comprehensive Hazardous Materials Services	
	B. Agreement for Services	
IV.	Contents of Proposal	5
V.	Selection Criteria	6
VI.	Instructions for Submission of Proposal	7
	a. Submission Logistics	
VII.	Insurance Requirements	7

Appendices

Appendix A - Dean's Mill Elementary School Site Plan

Appendix B - West Vince Street Elementary School 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 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. Project Schedule

The current schedule provides for design, construction and occupancy by August, 2018. The project architect, DRA, has begun design efforts with the programming and schematic design phase. Contract documents are scheduled for completion in December, 2016 with construction scheduled to start in April 2017.

The HazMat Consultant (HM) selection schedule is as follows and is subject to change:

1. RFP Published: May 31, 2016
2. Site visit/Building Walk through: June 7, 2016, 3 p.m.
3. Last Day for Addenda questions: June 9, 2016 by 4:00 p.m.
4. Proposals Due: June 14, 2016 no later than 3:00 p.m.
5. Consultant Selection: June 14, 2016, or shortly thereafter.
6. Survey, test and inspect building: Summer 2016

III. Scope of Services

A. Comprehensive Hazardous Materials Services

The Town of Stonington Building Committee intends to commission one firm to provide all hazardous material services necessary for the abatement of the academic unit and student services unit as required for the renovation work, through design and construction. This firm will have the responsibility to provide these services through its own firm's capabilities and consultants as approved by the Owner.

Comprehensive services shall be as follows:

Inspection and Design Phase:

1. Review existing hazardous material documentation available, if any.
2. Survey, test & inspect the building structures on-site, as required, to develop abatement specifications and drawings to include but not limited to the following:
 - A. Identify the presence of asbestos containing materials (ACM), lead-based paint (LBP), mercury switches, light ballasts and fluorescent light tubes and other miscellaneous hazardous materials/universal waste.
 - B. PCB sampling of source materials that include caulking, glazing and sealant compounds. Sampling shall be restricted to windows and door systems.
 - C. Conduct Polarized Light Microscopy (PLM) testing to determine asbestos type and percent composition, and should include the point count of all samples below 3% to verify exact percentage. Any sample from trace amounts up to 1% should be verified by TEM analysis.
3. Develop abatement specifications and drawings to include a detailed scope incorporating the required phasing as determined with the Owner, architect and OPM. Phasing plan shall be coordinated with the final construction phasing plan and shall show plans for areas to be abated.
4. Prepare abatement bid documents for PCBs which may include specifications, performance base plan or self-implementing plan. Prepare abatement plan for the abatement of asbestos containing materials (ACM), lead based paint (LBP), and/or other regulated hazardous materials. Final report should include CADD drawings (backgrounds to be supplied by architect) showing the locations, quantities, condition and types of all hazardous materials within the existing structures, including all exterior surfaces where intersecting with proposed additions and roofing. Consultant is responsible for hiring a professional roofer, mason, or other contractors to repair and/or patch tested areas. Assumed quantities are not permitted unless authorized by the owner.
5. Hazmat consultant shall also provide cost estimates at the completion of the inspection.

6. Consultant shall assume 40-manhours for meetings with design team and building committee.
7. All checklist, letters, notifications and other documentation as required by OSCG, CT DEEP, CT DPH, and EPA Region 1 shall be included in this proposal.

Bid Phase:

1. Assist the Owner in bidding the abatement/demo work, including but not limited to attendance at pre-bid and post-bid conferences, addressing bidder inquiries, preparation and issuance of addenda, review and reconciliation of bids, recommendations on contractor selection and contract terms. For purposes of this scope, consultant shall assume 20 man-hours.

Abatement Phase Onsite Inspections and Monitoring:

1. Identification, coordination and oversight of all required permitting and notifications.
2. Provide onsite personnel with appropriate credentials as required by regulatory agencies, to monitor abatement contractor's activities.
3. Provide oversight of all abatement contractor activities including but not limited to, documentation related to all local, state and federal regulatory compliance, reporting, and abatement procedures.
4. Inspect and certify appropriate onsite conditions as required by regulatory agencies.
5. Conduct all testing, inspections and analyses of conditions, as required by regulatory agencies and as directed by the Owner.
6. Prepare and submit reports for all testing, inspections and analyses of conditions, as required by regulatory agencies and as directed by the Owner.
7. Included meetings with owner as requested. See bid proposal form for project management hourly rate.

B. Agreement

The successful contractor will enter into an Agreement directly with Town of Stonington Public Schools. This RFP and the proposal provided by the consultant shall be referenced in the Agreement. The proposals shall include all services as described in this RFP.

IV. Contents of Proposal

1. Transmittal Letter, including:

- a. Company name, main office address and local office address
- b. Statement indicating your understanding of the work to be performed
- c. Name, title, address, telephone number, and e-mail address of the individual to whom all inquiries about this response should be addressed

2. Basic Firm Information (may be simply listed), including:

- a. Name of company
- b. Date organized
- c. Tax Identification number(s)
- d. Legal form of ownership. If a corporation, where incorporated
- e. Number of years engaged in services under present name
- f. Identify and explain any work awarded to your company that your company has failed to complete
- g. Identify and explain any instance in which your company has defaulted or has been accused of defaulting on a contract
- h. Identify and explain any potential conflicts of interest
- i. Identify the individuals who are authorized to bind the company in negotiations
- j. Describe any previous and pending litigation or other factors that could affect your company's ability to perform this agreement

3. Qualifications and Capacity, including:

- a. **Firm's Qualifications:** Provide information demonstrating the qualifications of your firm to complete this work. Please include:
 - Unique qualifications that your firm has regarding this project
 - Projects completed in the past 5 years with a similar educational (preferably K-12) purpose, size and scale and timeframe (please include project name, client and size)
 - Proposed staffing for this project
 - Resumes / qualifications for personnel that would be assigned to this project for each aspect of the proposed staffing plan, including their experience on projects of this size and type and their years with the firm
 - Describe your firm's familiarity with local laws, regulations, permitting and inspecting entities.
- b. **Firm's Capacity:** Provide information indicating the capacity of the office that will provide the hazardous materials consulting and inspection services. Please include:
 - The number of full-time professional staff your (local) office employs
 - A list of all services required for this project that would be provided in-house by your firm, and a list of all services that would be outsourced

4. Proposed Approach to the Project

- a. Briefly describe how your firm will conduct each phase of the project to adequately address the hazardous materials that may be encountered during the demolition of the various buildings. Please emphasize any aspects of your approach that may be uniquely suited to this project.
- b. Provide a proposed schedule for pre-construction survey and design document completion.

5. Insurance: Provide the name of your insurance company and agents, your insurance coverage including type and limits, with a sample certificate of representative coverage.

6. References: Include the name, title, and contact information of the authorized owner's representative for at least three recent projects of similar size, scale, and timeframe.

7. Fee Proposal: Provide fee proposal for inspection, design and abatement monitoring for this project as provided in the bid proposal form.

V. Selection Criteria

The firm's qualifications will be evaluated by based on the proven ability of each respondent to perform the requested services and any other factor of criterion that may be deemed relevant or pertinent for its evaluation of such qualifications. The evaluation will include:

1. Evidence of firm's and proposed personnel's ability to perform all the work responsibilities
2. Capability of providing construction management services in an excellent manner.
3. Past experience with providing a similar set of services for projects of a similar size, scale, and purpose
4. Provision of indemnity and insurance consistent with requirements
5. Proposed cost of services

VI. Instructions for Submission of Proposal

A. Submission Logistics

One (1) original and twelve (12) copies of each firm's proposal must be received at the following location on or before 3:00 P.M. on, April 14, 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 to RFP: # 2016-005 and posted to the Town of Stonington website: <http://www.stonington-ct.gov/bids-rfps>, as well as to the RFP as posted on the State of Connecticut, Department of Administrative Services Contracting Portal.

Please clearly mark all proposals with "**Stonington K-12 Modernization Project RFP: #2016-XXX**".

**Bid Proposal Form
For
Hazardous Materials Inspection, Testing and Monitoring**

Lump Sum Fee for Inspection labor to include asbestos, lead, universal wasted, PCB caulking, glazing and compound sources. Fee shall include project management and report preparation. For purposes of bid evaluation, assume the following assumed samples and provide unit price for each. The lump sum fee proposal shall include the cost for testing samples. Cost of additional samples will be reimbursed at the unit rate. <ul style="list-style-type: none"> • PLM (180 samples) \$_____/sample • PLM Point Count (25 counts) unit price \$_____/count • TEM (10 total) \$_____/TEM • TCLP for lead (1) \$_____/TCLP • PCB Source Samples (27 Source Samples) \$_____/sample 	\$
Provide hourly labor rate for to sample adjacent materials if Initial PCB Source Samples exceed 50 ppm, or 1ppm if not an excluded product	\$
Provide unit price to examine/test adjacent sample material	\$
<i>Provide Costs for each Item Below</i>	
Provide PCB specification and performance based plan (Lump Sum)	\$
Provide PCB specification with SIP (Self-Implementing Plan)	\$
<i>Abatement Monitoring Services</i>	
Provide lump sum for abatement monitoring (project monitor) (Assume 50 days) Hourly Rate = \$_____/hr (straight time)	\$
Provide overtime rate beyond 8-hours per day for abatement monitoring	\$ /hr
Provide management lump sum (Assume 100-hours) Hourly Rate = \$_____/hr	\$
PCM 24-hour turn around test unit rate	\$ /test
TEM 24-hour turn around test unit rate	\$ /test
TEM 6-hour turn around test unit rate	\$ /test
PCB verification sampling unit rate (5-day turn around)	\$ /sample
Travel Mileage Rate (Not-To-Exceed 100 miles per day), not to exceed Federal Rate	\$ /mile

Appendix A – Site Plan

Appendix B – Floor Plans