

Minutes are considered "DRAFT" until approved at next meeting

Minutes
Farmington High School Building Committee
Wednesday, August 21, 2019
Farmington High School Library 7:00 PM

Attendees:

Meg Guerrera (via phone), Chair
Ellen Siuta (via phone)
Garth Meehan
Michael Smith
Sharon Mazzochi
Johnny Carrier
Kathy Blonski, Town Manager
Kat Krajewski, Assistant Town Manager
Paul Cianci, Town Council Liaison
Beth Kintner, Town Council Liaison
Scott Hurwitz, FHS Principal
Kathy Greider, Superintendent
Alicia Bowman, Asst. Superintendent of Finance and Operations
Tim Harris, Director of School Facilities
Devon Aldave, FHS Building Committee Intern
Mark Garilli, Construction Solutions Group
Chris Cykley, Construction Solutions Group

Absent (excused):

Chris Fagan

A. Call to Order.

The meeting was called to order at 7:01 P.M.

B. Pledge of Allegiance.

The committee members and audience recited the Pledge of Allegiance.

C. Public Comment.

Ned Statchen, 6 Bella Lane, is a civil engineer. He has two kids in the Farmington school system and is familiar with some of the problems of the current FHS facility which include lunch times and plumbing issues. He stated that he was happy with the previous committee's option that was located at the top of the hill of the municipal campus because it would be one of the least disruptive. He feels that this option was removed due to the concerns from abutting neighbors and believes that a small amount of people shouldn't have that much influence over a decision that impacts the entire town. He thanked the committee for their work and appreciated that the committee is exploring different site options.

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D. Minutes.

1) To approve the attached July 10, 2019 minutes.

Upon a motion made and seconded (Mazzochi/Meehan) it was unanimously VOTED: to approve the July 10, 2019 minutes.

E. Correspondence.

1) Online Comment – Jack Rua

The response from the building committee to Mr. Rua's comments was included in the agenda packet. Mr. Rua's response to that is recorded with these minutes as Attachment A.

2) Online Comment – Jay Tulin

Jay Tulin stressed that universal design should be strongly considered when architects are responding to the RFP.

F. Presentations - None.

G. Reports/Updates.

1) Chair Report.

Since Meg Guerrera participated in the meeting over the phone, Kat Krajewski delivered the chair report on her behalf. She explained that a brief pause was taken to receive clarity from the State to identify any risks associated with our process. From this meeting with the state, there were three main takeaways:

I. This is an unusual process.

It is an unusual process because we intend to engage two architects. The State has said that the conceptual design phase of this project will not be eligible for reimbursement as it does not align with their standard procurement process.

II. The RFP was modified to ask architects to design a new building option on both the municipal site and Westwoods golf course.

Designing a building at Westwoods Golf Course still has some unknowns with the required land swap. If two architects design at Westwoods Golf Course and the land swap does not pan out or it turns out to be a long drawn out process, this may not be a viable option any longer. The State also felt we would be pigeon-holing ourselves into one location, and suggested we request a new building option on both sites. As a result, it was decided that we will receive new design options from the architect(s) on both the municipal site and the Westwoods Golf Course site.

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- III. The fee schedule was removed from the RFP, and firms would be evaluated and short-listed based on qualifications.

Removing the fee schedule gives us an opportunity to create criteria that will provide guidance to the architects so they can provide accurate pricing that we can compare apples to apples. Once firms are short-listed, they will be asked to provide a fee proposal for all phases of the project. Because we intend to engage two architects, the fee may be more than what the building committee currently has in their budget. Once the fee proposals are submitted, our Town Council Liaisons, Meg Guerrera, and Owners Representatives will provide an update to the Town Council at their September 10, 2019 meeting to get clarity on our next steps.

2) Owner's Representative.

Mark Garilli stated that CSG was involved with the meeting with the State and has been participating in the various subcommittee meetings. CSG is continuing efforts to get to know how the current FHS building impacts staff and students at the high school.

3) Professional Partnership Subcommittee.

Kat Krajewski stated that the subcommittee reviewed the risks that she discussed in the chair report. She explained that CSG created clear criteria for conceptual designs. These criteria define what we are looking for when we say "conceptual designs" so that fee proposals from architectural firms are apples to apples comparisons. The subcommittee also discussed the interview process and created interview questions.

Michael Smith stated that as part of their discussion regarding the unusual process of this project, that the subcommittee finds value in this unique approach. While hiring two architects is not reimbursable and may come at an upfront cost, it creates value in the long-term. He emphasized that we must articulate this to the town.

4) Site Evaluation Subcommittee.

The Site Evaluation Subcommittee has completed their work. Included in the agenda is a communication tool to show how the subcommittee arrived at Westwoods Golf Course as a viable choice. This graphic also illustrates why other locations were not selected as suitable options. This will be included on the new website.

5) Communications Subcommittee.

Kathy Greider stated that the Communications Subcommittee met on July 24th and August 14th. The subcommittee has set up meetings through January. The committee website will be up and running in late September, with a target date of September 23rd. There will be social media accounts

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on Facebook, Twitter, and Instagram. The subcommittee will be sharing videos created by students and staff discussing the FHS facility on these accounts and on the website.

A list of community events for committee members to attend was compiled, and an electronic sign-up will be sent out by the end of this week. The subcommittee is creating talking points for members for these community events. This will ensure that committee members are emphasizing important information at these events.

FHS students are helping to create a logo for the FHS Building Committee. The subcommittee hopes to have this logo by the launch of the website.

6) Financial Report.

Kathy Blonski delivered the financial report; a copy of this report is recorded with these minutes as Attachment B. The FHS Building Committee account currently has a balance of \$249,007. However, there are encumbered funds including the Owner's Representative contract, part time help for the committee, and a credit charge for the website hosting on square space. Taking these encumbered funds into consideration, the total amount the committee has on hand is \$144,829.84.

7) Town Council Liaisons.

Paul Cianci and Beth Kintner stated that the Town Council has not met since the last committee meeting. They will provide a thorough update at the September 10, 2019 meeting.

Michael Smith stated that it could be beneficial to involve candidates running for Town Council in this process so that they are not just jumping into this project without any information.

H. New Business.

1) To approve the criteria for conceptual designs.

Mark Garilli explained that CSG created criteria for conceptual designs in order to get apples to apples comparisons from architectural firms. The criteria for conceptual designs are recorded with these minutes as Attachment C.

Upon a motion made and seconded (Carrier/Meehan) it was unanimously VOTED: to approve the criteria for conceptual designs.

2) To approve the interview process and questions.

The committee reviewed the interview process and questions document that was distributed at the meeting. A copy of the document is recorded with these minutes as Attachment D.

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The committee discussed if more questions should be added to the interview sheet. The committee did not want to add any questions that would pigeonhole the architects creatively. One scenario that was discussed was about how a firm would handle varied feedback. The committee decided to add the following language to Question #4 to address this issue: **"Provide an example of where you received varied feedback, and how you dealt with it."**

Upon a motion made and seconded (Smith/Mazzochi) it was unanimously VOTED: to approve the interview process and questions as amended.

I. Executive Session: Review and Discussion of Architectural Services in accordance with Conn. Gen. Stat. §§1-200(6) and 1-210(b) (24).

Upon a motion made and seconded (Meehan/Carrier) it was unanimously VOTED: to move to Executive Session for Review and Discussion of Architectural Services at 7:38 P.M. with voting and non-voting members of the Farmington High School Building Committee and representatives from Construction Solutions Group in attendance.

Prior to entering executive session, Paul Cianci disclosed that over the years his firm has contracted with the following firms: Antinozzi Associates Architecture & Interiors, Friar Architecture Inc., Kaestle Boos Associates Inc., Moser Pilon Nelson Architects, Quisenberry Arcari Malik Architecture, Tecton Architects. His firm has also worked with the following firms in some capacity: JCJ Architecture, Silver / Petrucelli + Associates, Tai Soo Kim Partners Architects. The committee did not feel there was a conflict.

The committee returned to open session at 7:58 P.M.

J. To select a short list of firms for interviews.

Upon a motion made and seconded (Carrier/Mazzochi) it was unanimously VOTED: to select the following firms for interviews on September 3rd and 4th 2019 at 5:00 PM:

- Antinozzi Associates Architecture & Interiors
- JCJ Architecture
- Kaestle Boos Associates Inc.
- Quisenberry Arcari Malik Architecture
- TSKP Studio

K. Adjournment.

Upon a motion made and seconded (Carrier/Meehan) it was unanimously VOTED: to adjourn the meeting at 8:00 P.M.

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Respectfully Submitted,

Devon Aldave, FHS Building Committee Intern

From: [Jack Rua](#)
To: [Kathryn Krajewski](#)
Subject: Re: FW: Town of Farmington, CT: FHS Building Committee Online Comment Submission
Date: Saturday, August 17, 2019 10:06:02 AM

Hi Kat

I appreciate the detailed response. Thank you. Your points are all well made.

Just as devil's advocate and my final point on the issue: has Mr. Demicco or the committee presented an offer to the State to purchase TCC? I understand now the State isn't looking to close any campuses (just consolidate administration services), but they may consider selling TCC if Farmington came knocking with an offer. UCONN was able to close their Torrington campus. It's not far fetched that the State may entertain such an offer.

No need to get back to me but I'd appreciate you sharing this note with the committee. It might be a long shot, but it's also worth pursuing all options. I'd think you'd hear a collective cheer from residents if this type of deal went through.

Thank you

-Jack

On 8/16/2019 4:02 PM, Kathryn Krajewski wrote:

Good Afternoon Jack,

This correspondence is in response to your online comment to the Farmington High School Building Committee regarding the consideration of Tunxis Community College. In your correspondence you state that you believe the State may be very interested in a sale, as they have been discussing closing community college campuses.

We reached out to State Representative Mike Demicco to see if there was a discussion about closing Tunxis Community College at the State level. Representative Demicco has confirmed that at this time the State does not intend to close Tunxis Community College. In fact, at the Board of Regents for Higher Education Meeting on April 18, 2019, the Board of Regents voted to further invest in Farmington for the community college system by approving the purchase of 21 Spring Lane to expand their Advanced Manufacturing program. The recorded minutes also state that "Tunxis Community Colleges regional location is ideally suited for both academic and workforce development coursework in a community college setting."

In recent years, consolidation has been a topic of discussion by the Connecticut State Colleges and Universities (CSCU). However, the discussion appears to center around administration and operations. CSCU President, Mark Ojakian, presented a consolidation plan in April of 2017 that included two strategies for immediate

implementation:

1. Administrative consolidation across all institutions and system office of non-student facing/administrative personnel.
2. Operational consolidation of the 12 community colleges into one that is centrally managed and maintains the mission, geographic locations, and local community connections.

More information about Mr. Ojakian's plan, "Students First" can be found online at <http://www.ct.edu/sf>.

Based on this information, the Building Committee will not be exploring Tunxis Community College as an alternative location for Farmington High School. Thank you for your interest in the FHS Building Project and for submitting your question. Please do not hesitate to contact the committee with any future comments, questions, or suggestions.

Thank you,
Kat

Kathryn Krajewski
Assistant Town Manager
Town of Farmington
Office: 860.675.2369
Cell: 860.874.2673

From: webmaster@farmington-ct.org <webmaster@farmington-ct.org>
Sent: Wednesday, July 03, 2019 8:30 PM
To: Kathryn Krajewski <Krajewskik@farmington-ct.org>;
megguerrera@gmail.com; Kathy Blonski <blonskik@farmington-ct.org>;
Kathleen Greider <greiderk@fpsct.org>
Subject: Town of Farmington, CT: FHS Building Committee Online Comment Submission

A new entry to a form/survey has been submitted.

Form Name: FHS Building Committee- Online Comment Form
Date & Time: 07/03/2019 8:29 PM
Response #: 2
Submitter ID: 3097
IP address: 2601:183:8580:524:d866:bca6:3779:efa3
Time to complete: 4 min. , 58 sec.

Survey Details

1. Have a question, comment, or suggestion for the Farmington High School Building Committee? Please complete the field below.

Tunxis Community College site consideration: It seems the dismissal for buying TCC is weak. Lack of a gym and multiple entries can be remedied. Why was this option dismissed so easily? It seems like viable alternative. The State needs to consolidate its community college system and Farmington is in need of a new HS. It seems like a perfect match and the least costly.

The State may be very interested in a sale to reduce its deficit in the community college system. They've been discussing closing campuses. TCC students could relocate to another campus and Farmington would get a cost effective solution.

2. Please provide the following information so we can contact you with a response:

Full Name	Jack Rua
Email Address	Jrua@comcast.net
Mailing Address	
	23 Tall Timbers Dr
Phone Number	Not answered

Thank you for contacting the Farmington High School Community Survey Ad Hoc Committee!

Thank you,
Town of Farmington, CT

This is an automated message generated by the Vision Content Management System™. Please do not reply directly to this email.

Farmington High School Building Committee
 Financial Report- August 21, 2019

Attachment B

Starting Balance 2018 **\$266,007.00**

Expenses from Ad Hoc Committees:

Amount	Description	
\$17,000	Community Survey	Contract

Expenses from this FHS Building Committee:

Amount	Description	
\$33.75	2 year website Domain- fhsbuildingproject.org	P-Card
\$27.90	2 year website Domain- fhsbuildingproject.com	P-Card
\$27.90	2 year website Domian- fhsbuildingproject.net	P-Card
\$432.00	wix website hosting	P-Card
-\$432.00	wix credit	Credit
\$369.66	hartford courant legal notice for Architect RFP	cu00254321
\$1,993.00	FHS Building Committee Intern (Summer Work)	

Total Expense: **\$2,452.21**

Account Balance **\$249,007.00**

Encumbered Funds

Owners' Rep	\$89,109.00	Agreement needs to be signed
PT Help-- For Committee	\$14,850.00	invoice coming mid September
Square Space website hosting	\$218.16	has not hit credit card statement yet
Total	\$104,177.16	

Total On Hand: **\$144,829.84**



Memorandum

To: Professional Partnership Committee **RE:** Farmington High School
From: Christopher Cykley Draft Conceptual Design Criteria
Date: 8-15-2019

Remarks: Conceptual Design Criteria:

Definition in AIA A133 CM-At-Risk-As-Constructor contract:

§ 3.3.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval and the Construction Manager's review. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital modeling. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

Suggested:

- I. Review all data furnished, including previous building design program, site, code, space, Ed Spec, statement of needs, environmental studies and any other special Owner requirements.
- II. Include at a minimum the following disciplines:
 - Civil
 - Structural
 - Mechanical
 - Electrical
- III. Create or obtain lists of special building equipment and fixtures required by the Owner that may affect consultants' work
- IV. Prepare basic Concept Design documents to include:
 - Site plan with diagrammatic indications showing horizontal relationships. Analysis of zoning, traffic pattern, drainage, and storm water detention (if required) requirements of available buildable property vs. replacement goals.
 - Sections through the site showing vertical relationships
 - Determine parking requirements and locations with relation to security for students, parents, staff and public
 - Functional space plans
 - Principal floor plans
 - General descriptive views and elevations
 - Illustrative sketches, models or renderings: MINIMUM 1 Front facing and 1 side view rendering

- Calculate areas and volumes, and analyze plan efficiency of the design by usable area, area per occupant
 - Include basic code conformity calculations ensuring egress and safety
 - Phasing plans to include sketches and narratives
 - Begin research on materials, equipment, fixtures and building systems.
 - MEP systems narrative to include energy efficiency and sustainability features
 - Create a products and materials file.
 - Start project outline specifications.
 - Review architectural conceptual diagrams with Owner.
 - Conduct owner/consultant coordination meetings as needed regarding system compatibility.
- V. Submit Schematic Design documents to the Owner. (These documents may include, but may not be limited to, drawings, descriptions, calculations, outline specifications, colors and materials)
- VI. Prepare presentation of optional design features and variations to include Plan appropriate presentation media.

Architect Interviews

Proposed Process

- 30-minute presentation- detailing experience with conceptual/schematic design to support a referendum and your plan to address Farmington High School's specific needs
- 30- minute Q&A by Committee

Sample Interview Questions

1. It is anticipated that the you will be required to complete 4 conceptual designs while competing with another architectural firm to move on to the next phase. Please describe your approach and what you believe will set you apart from the other firm.
2. Please describe your understanding of the issues facing FHS and what you would propose as solutions to address these issues through a maintain option, a renovate option, and a new building option.
3. Please describe your workload and the capacity of your firm to take on a project of this size.
4. Communication is an important aspect of this process; how would you suggest engaging the public between now and presenting the options to Town Council? What marketing capabilities does your firm have to enhance public outreach and awareness?
5. Town Council will select a project scope and set the net municipal cost after the conceptual options are presented. What can be done throughout the process to avoid a project that exceeds the set municipal cost?

Architect Interviews

6. What is your experience working with the Office of School Construction Grants and Review for State reimbursement? What is your experience with other reimbursement options, such as utility incentives?

DRAFT

Interview Worksheet

Name of Firm: _____

Topic – The firm has experience as an architect on projects similar in scope to the maintain the current facility option, the renovation option, and the new building option. Does the firm demonstrate their experience on projects of similar a size and scope? Do they have the capacity to take on a project of this size?

Topic – Demonstrated understanding of the overall project goals and issues facing FHS. Does the firm provide discussions of possible solutions?

Topic – The firm demonstrates their understanding of the building committee’s process. What is the firm’s approach to the competition aspect of the process and what sets them apart from the other firms?

Topic- Communication. What is the firms’ strategy to engage the public? What marketing capabilities do they have?

Topic - overall presentation. How well suited is the firm to the needs and objectives of the committee?