

Date Prepared	10/18/2015	
Project Name	Stamford Interdistrict IB Magnet Extension Phases I and II OSF No. 135-0277 / MAG / PF / EA	
Project Number	61860.00	
Subject	Project Building Committee Meeting No. 9	
Meeting Location	Stamford Government Center, 7 th Floor Conference Room	
	888 Washington Blvd., Stamford, CT	
Meeting Date	10/14/2015	
Meeting Time	11:00 am	
Prepared By	Tina Greco, AIA, Project Manager	t.greco@perkinseastman.com
	T: 203 251 7419	F: -
Participants	Tramontozzi, Domenic, Engineering Mary Savage, Board of Reps Rich Lyons, Board of Education Facilities Rich Freeman, BOF Judy Singer, SPS Winnie Hamilton, Superintendent, SPS Tamu Lucero, Assistant Superintendent Elementary, SPS Cindy Grafstein, Mayor's Office Jackie Heftman, BOE Geof Alswanger, BOE Al Barbarotta, BOE Facilities Joe Coppola, BOR Anne Downey, Resident Ernie Orega, Operations John Zelinsky, BOR Joe Costa, Principal, Perkins Eastman (PE) Tina Greco, Project Manager, Perkins Eastman (PE)	

A. General

- 1) Meeting began at approximately 11:15 am.
- 2) The Minutes of the August 5, 2015 and September 9, 2015 were reviewed and approved

Lou Casolo made a motion to approve the minutes from both meetings, Mary Savage seconded the motion. There was no discussion, all approved.

This Meeting Record is our understanding of the items as they were discussed. Please report any discrepancies to Perkins Eastman. If no discrepancies are reported in five working days, this Meeting Record will stand as published.

B. Schedule

- The current Phase II schedule with highlights was distributed, reviewed and discussed (attached to the PDF of the meeting minutes)

Phase II Public Information Meeting

- October 26th at 6pm. City will confirm date and time.

Contractor Bidding and Award

- Committee expressed concern regarding the tight period of time for bidding and for the time period to award the contract.
- The time period for award and contract is tight, it will be looked at again.
- There was a suggestion that the City have the GC contract prepared in advance so that it is ready for execution. Purchasing and Legal are aware of the project and the schedule.
- Pre-bid Walk- thru times need to be scheduled.
- Purchasing and Legal are investigating CHRO requirements that are being developed, it is likely that this Phase II project will include those requirements (however, timing could be an issue for Phase II). If the requirements may be administered in such a way that upon review, if the GC has not hired a threshold % of minority owned sub-contractors, 2% of the GC's payment will be withheld.

Construction

- The importance of the construction being finished by July 2016 was emphasized by the Committee, the tight schedule was a concern.
- Liquidated damages as an instrument for penalty was mentioned.
- The Committee voiced some concern regarding the quality control over sub-contractors. There was some discussion. Contracts over \$500K require that contractors are DAS approved. The team will stay on top of sub-contractors to the extent that possible (pre-bid walk through for scope understanding, construction meetings etc.).
- Committee asked if there could be some phasing built-in to the construction, with the first phase being the Kindergarten classrooms. This will be looked at, but because the entire project must be completed on time that kind of phasing may only be used as a last resort if there were serious schedule issues that were apparent in the summer of 2016.
- Contractor will be required to submit a schedule as part of their bid.

City's Building Committee

- Prior to going to going to the OSF PCR meeting on October 28th, the City will need the Building Committee to approve the project and sign off on the EDO42(s). A meeting is to be scheduled.

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C. Local and State Review ProcessChanges to the OSF Review process

- OSF (Office of School Facilities) is now SCG (Office of School Construction Grants)
- DAS OSF (now SCG) Presentation on the changes to the process on Friday, October 9th
The City invited Perkins Eastman to a presentation by OSF (SCG), to hear about the changes in the review process.
- Some adjustments to process
 - 1) The Third Party Review of the construction documents will be by the *Locals*: City Building Inspector, Fire Marshal, Health Department and 504 Officer (previously this was done by OSF). Note, furniture, playscape and technology equipment are still reviewed by OSF/SCG.
 - 2) The DDR Meeting (Design Development Review Meeting) is now part of the process. The meeting is at the State at the completion of Design Development.
- Perkins Eastman and The City have been keeping abreast of the changes so that the process runs as smoothly as possible for this project.
- This Phase II project is one of the first of about a handful of projects to go through the new process at OSF/SCG.

Stamford IB – Process Status – Local and State

- The Design Team and the City brought the project to the Design Development Review meeting at OSF (SCG) on September 23rd (as of September 23rd OSF became SCG, Office of School Construction Grants).
- The *Locals* have been reviewing the Phase II documents, the Design Team has received (on 10.13.15) the comments from the Building Inspector's office. Once all of the comments are received, the Design Team will create responses along with amendments to the drawings. A final set of documents will be created for the *Locals* to sign and seal. These documents will then be brought to SCG on **OCTOBER 28th** for the PCR (Pre-bid Conformance Review meeting).
- Perkins Eastman highlighted that the process for local review has been greatly facilitated because the City of Stamford has been working so closely with the project, which is appreciated and important. Since the Building Inspector and Fire Marshal have been involved with the process, they are familiar with the details for their review.
- Due to logistics related to the review and timing, Perkins Eastman noted that the Furniture, Playscape and Technology will be pulled from the phase and packaged as a separate phase. The Furniture, Playscape and Technology has a different schedule (follows close behind construction bidding) but the documents are NOT reviewed by the *Locals*, instead they are reviewed by OSF/SCG. A second EDO42 will be required for this new phase. The EDO42 is the OSF form (now called the SCG 042) that the City of Stamford Building Committee signs requesting final review of the documents.

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D) Review of Drawings

- The 11 x 17 hard copies of the following (15) drawing sheets from the “Local Review” set were distributed (a copy is also attached). Other than a change to the site plan, which was reviewed, the general layouts are generally the same as last reviewed.

SP = Site Plan series (including a City-annotated SP-1 with revised design to be incorporated)

AD = Architectural Demolition Plan Series

A = Architectural Plan Series

IF = Interiors Furniture Series

Site

- The site work is being modified to be as shown on an annotated site plan. The new curb cut on Fifth Street that was planned for the northwestern most corner is being eliminated from the project (as shown on the annotated plan). The existing curb cut along Fifth Street will be used for both incoming and outgoing traffic. The referenced existing curb cut will be made a little wider to accommodate traffic coming in and out.
- The BOE will need to administer drop-off and pick-up.
- John Zellinsky, noted that his Constituents would be opposed to a new curb cut along Fifth Street. A new curb cut is not part of this first phase. Traffic issues are not anticipated for this first phase of work.

Architectural

- Walked through the plans, no points were highlighted.

E) Cottages

- The City has listed the cottages for purchase for \$1, as per the requirements set forth by SHPO.
- To date, there have been (3) calls of inquiry, but with no follow through.
- If no one comes forward within the three month period of the posting, which ends on November 30th, then permission to demolish the cottages will be granted.

F) Convent

- The demolition of the convent will occur during this phase of work.
- John Zelinsky asked whether it would be worth saving. It was explained that it would be difficult to make the building work for the new program as there are many obstacles including low ceilings (which would make it difficult to accommodate new mechanical systems, etc.). The building is located where most, if not all of the new addition will be located.

G) Phases III and IV (Addition and Like-new renovation)

- The City is changing the program to be a K-8 school with 900 students. At the October 13th, BOE Operations Committee meeting, the K-8 program with 900 students received approval.
- It was noted that the new program will include an auditorium.
- The Design Team has not yet been released to move forward with this phase. The change in the program will require that the contract be amended. The City will work with PE to do this.
- John Zelinsky voiced concern about the student population size of 900 and the traffic it might generate.
- Responses to John Zelinsky’s Comments:
 - o The proposed student population size helps to address the issue of overcrowding of students in the schools. The student body number of 900 was set to maximize the number of seats and allow neighboring schools to reduce the number of children in classrooms.

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- This site is ideal for neighborhood kids to walk to, which can help to reduce the traffic.
- The program for the barn needs to be determined. The Committee expressed dismay over the recent mistake in the front page article *The Stamford Advocate*, where the barn was errantly pictured with copy suggesting that it could be bought for \$1. The Committee is committed to preserving the barn, a suitable program will be determined.

H) Next Meeting

- To be confirmed, tentatively: Wednesday, November 18, 2015 at 11am

I) Meeting Handouts:

- From Perkins Eastman (also in presentation)
 - Agenda
 - Schedule
 - Some 11 x 17 drawings from the "Local Review" set, see above.

J) Adjournment

There was a motion to adjourn the meeting, by Lou Casolo, seconded by Cindy Grafstein. The meeting was adjourned at about 12:10pm.

Next Meeting: 11/18/2015

cc:

Attachments: None

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Project Number	61860.00	
Subject	Building Committee Meeting No. 9 Phases I and II (with some reference to III and IV)	
Meeting Location	Stamford Government Center – 7th Floor Conference Room	
Meeting Date	10/14/2015	
Prepared By	Tina Greco, AIA Project Manager	t.greco@perkinseastman.com
	T: 203.251.7419	F: Fax Number
Participants	Full Team (participant attendance to be recorded in meeting minutes)	

Item	Description
1)	Review and Approve Minutes: August 5, 2015 and September 9, 2015
2)	Schedule
3)	Local and State Approval Process update
4)	Site plan (5th street entrance) and Building Plan Overview
5)	Cottages – update
6)	Convent – advertise for demolition
7)	Public Information / Presentation Meeting
8)	Phases III and IV
9)	Next meeting date

CC:

THE STAMFORD IB | PHASE II

Schedule Highlights

OSF No. 135-0277 / MAG / PF / EA

Date: 10.14.15

Phase	Date	Day of the Week	Task
CONSTRUCTION DOCUMENTS	Sept 23rd	Wed	Design Development Review (DDR) Meeting at OSF, Hartford, 9am
	Sept 24th	Thurs	CONSTRUCTION DOCUMENT Submission to City for LOCAL REVIEW Documents simultaneously submitted to Estimator for final/90% CD estimate
	Oct 9 th	Fri	90% CD estimate submission
			Comments back from City – Local Review ¹
	Oct 14 th	Wed	Building Committee Meeting
	Oct 20 th	Mon	Print, Sign and Seal Documents for Local Reviewers
	Oct 22nd - 23rd	Thur - Fri	Meeting with Locals for Signature and Seal of Documents²
			Meeting with City Building Committee – EDO42 (now the SCG-042)²
			Public Information Meeting²
	Oct 26 th	Mon	Meeting Place holder with Locals
	Oct 28th	Thurs	Pre-Bid Conformance Review (PCR) Meeting at OSF (also, intending to submit Furniture, playscape & technology for OSF review)
BID	Nov 4 th	Wed	Anticipated Permission to Bid from OSF
	Nov 6 th	Fri	Bid Issued
	Dec 4 th	Fri	Bids Due
CONSTRUCTION ADMIN	Jan 4 th	Mon	CONSTRUCTION START / Contract Awarded
	Jul 15 th	Fri	SUBSTANTIAL Completion
	End of AUG 2016		KIDS START SCHOOL!!!!

NOTES

¹ Perkins Eastman has not received all Local Review Comments.

² Noted meeting requires scheduling.

