

**TOWN OF NEWTOWN
THE PUBLIC BUILDING AND SITE COMMISSION**

THESE MINUTES ARE SUBJECT TO APPROVAL BY THE PUBLIC BUILDING AND SITE COMMISSION

Minutes of the Regular Meeting of the Public Building and Site Commission held
at 7:00 pm on Tuesday, **August 12, 2014** in the Reed School, Newtown, CT

PBSC Members Present: Robert Mitchell (Chair), Anthony D'Angelo, Tom Hanlon and Rick Matschke; **Absent:** Joseph Borst, Thomas Catalina, James Juliano, Roger Letso and Pete Samoskevich; **Also Present:** Geralyn Hoerauf from Diversified Project Management; Bill Knight, Clerk of the Works; and two members of the press.

Mr. Mitchell called the meeting to order at 7:00 pm.

UPDATE OF THE STATUS OF THE SANDY HOOK ELEMENTARY SCHOOL PROGRESS

Ms. Hoerauf reviewed Diversified's monthly report dated August 12, 2014 (Attachment A). Efforts have concentrated on finalizing the Site Improvement bid documents for Phase 3 and developing the construction documents for Phase 4 (Main Building). Local approvals have been obtained by Inland Wetlands (7/28/14) and Planning & Zoning (7/31/14). Subsequently, the plans went to the State Office of School Facilities (OSF) and were approved on 8/8/14 with authorization to go out to bid for Phase 3. The bidding process was discussed. The group then reviewed the project timeline.

Ms. Hoerauf said there have been offers of donations and discounted pricing for the school, and each offer is evaluated to see if it works with the bidding process. Hunter Douglas has offered a donation of \$100,000 worth of window treatments, which should cover the cost for the entire school. Specifics of this donation are being worked out.

APPROVAL OF SANDY HOOK ELEMENTARY SCHOOL RELATED INVOICES

Mr. Matschke MOTIONED to approve payment of two TRC invoices: #122189 for \$4,522.50 and #124413 for \$1,469.25. these are their final invoices. Mr. D'Angelo seconded the motion which was unanimously approved.

Mr. D'Angelo MOTIONED to approve payment to Consigli Construction Company, Inc. in the amount of \$5,091.26 to cover Requisition No. 10 (Line 1-000 \$638.00; Line 22-011 \$2,185.11; and Line 22-015 \$2,268.15). Mr. Hanlon seconded the motion which was unanimously approved.

PUBLIC PARTICIPATION – None

Mr. D'Angelo MOTIONED to adjourn the meeting at 7:46 pm. Mr. Matschke seconded the motion and all were in favor.

Respectfully submitted by Tammy Hazen



**Sandy Hook Elementary School
Newtown, CT**

**Monthly Report
to the Public Building and Site Commission
August 12, 2014**



Sandy Hook Elementary School
Newtown, CT

Monthly Report – August 12, 2014

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**Sandy Hook Elementary School
Newtown, CT**

Monthly Report – August 12, 2014

1) Executive Summary

The efforts of the Project Team during the past month have concentrated on finalizing the Site Improvements bid documents (Phase 3) and developing the construction documents for Phase 4. The local approval process has been completed and all local approvals have been obtained for site improvements. Third-party review, in lieu of State OSF review, of the Phase 3 Site Improvements package has been completed and the Phase 3 Bid Phase should begin in late August.

2) Opportunities

Preconstruction phases remain on schedule and the Phase 3 Site Improvements construction is anticipated to begin in late September. Phase 4 Building Construction is also on schedule and it is anticipated that the documents will be available for State approval by late October.

The School Safety Design Committee has held two meetings to review security and safety components of the project.

The Town continues to work with Northeast Utilities/Yankee Gas on the extension/installation of a natural gas main along Washington Avenue to the project site.



3) **Activities this period (July 8 – August 11, 2014)**

a) **Design Phases**

i. **Early Site Construction Package (Phase 3)**

The Phase 3 Site Work Construction Documents have been reviewed by Pierz Associates (third-party local review in lieu of OSF code compliance review) and comments forwarded to the architects. All necessary revisions have been incorporated into the construction documents set. All other State-mandated documentation has been executed and approval to proceed to bidding is anticipated after a meeting with the OSF plan reviewers on August 8.

ii. **Construction Documents Phase**

The design team is proceeding with the development of construction drawings and specifications for Phase 4, Building Construction.

iii. **Reviews and Approvals**

State Office of School Facilities – Final submission is expected August 8.

Inland Wetlands Commission – A Public Hearing was held on July 9 and no adverse comments were received. The Inland Wetlands Commission approved the project on July 28 and referred the application to the Planning & Zoning Commission.

Planning & Zoning Commission – A Public Hearing was held on July 31 and no adverse comments were received. The Planning and Zoning Commission approved the project on July 31, effective August 7.

b) **Other Activities**

i. **Project Website**

The project website has been updated to include project renderings and floor plans as presented at the June 5th Community Presentation. All current information on the progress of the project can be accessed at www.SandyHook2016.com.

ii. **Other Informational Meetings**

None this period

iii. Federal Grants

The grant application has been completed and submitted. Further information is anticipated in September.

4) Programmed activities next period (August 12 – September 8)

a) Design Phases

i. Construction Documents Phase

The design team will proceed with the development of construction drawings and specifications for Phase 4 Building Construction.

ii. Local Approvals

Site approvals complete. No action anticipated on local approvals for building construction.

iii. Reviews and Approvals

No action anticipated for this period

b) Construction Phase

i. Bid Phase

Bidding for Phase 3 Site Improvements is expected to commence August 14. Subcontractor bids will be due September 12.

c) Other Activities

i. Project Website

The website will continue to be updated as new design information is approved for distribution to the public.

ii. Other Informational Meetings

None anticipated for the next period.

5) Forecast and Cash Flow Analysis

The Project Budget is attached. The current budget is based on the CD Phase Cost Estimate for Site Improvements and the Design Development scope and cost estimate for the building, contracted consultant fees, and project Owner costs to complete the project. The budget also includes expenditures already known and committed such as the costs related to demolition and abatement activities. This budget will be revised as project scope is further refined and as additional project costs become known. The team continues to be committed to producing the project within the \$50 million state grant.



A revised Cash Flow Analysis of actual expenditures is attached. The purpose of the design phase cash flow analysis is to reconcile actual expenditures to date with the quarterly requests to the State. Future cash flow analyses will project construction and other project costs on a monthly basis.

6) Quality and Safety

No report this period, as construction activities are on hold.

7) Approvals Anticipated by PB&SC

A Special Meeting will be requested for September 30 to review the proposed Consigli Guaranteed Maximum Price as established after the Bid Phase has been completed.

8) Attachments

a) Current Project Schedule

A condensed timeline is attached, highlighting milestones for the preconstruction and construction phases. The Site Work Phase 3 is scheduled to commence in October of 2014 with building construction starting in late January of 2015. Substantial completion is projected for May of 2016, with the balance of the Owner's work completed during the summer of 2016. Full occupancy for the start of the 2016-2017 school year is anticipated for August 2016.

b) Project Budget

c) Cash Flow Analysis



TOWN OF NEWTOWN

PUBLIC BUILDING AND SITE COMMISSION

SANDY HOOK ELEMENTARY SCHOOL

PROJECT TIMELINE

August 12, 2014

DATE	PHASE 3 ACTIVITY	PHASE 4 ACTIVITY	COMMENTS
Aug. 8	Final OSF Review		
Aug. 11		85% CD set due	For cost estimating
Aug. 12 – Sept. 2		CD Cost Estimate	Consigli
Aug. 12 PBSC Mtg			
Aug. 13	OSF Authorization to Bid		
Aug. 14 – Sept. 12	Bid Phase		
Aug. 26 PBSC Mtg			
Sept. 3 – Sept. 8		CD cost estimate reviews	Project Team
Sept. 9 PBSC Mtg		PB&S SHES Meeting	Review cost estimate status
Sept. 12		100% CD set due	
Sept. 15 – Sept. 24	Bid Analysis/Build GMP		By Consigli
Sept. 15 – Sept. 24		Check cost estimate	Also revisions to Phase 4 CDs
Sept. 15 – Oct. 3		Third party review of CD set	
Sept. 23 PBSC Mtg		PB&S Meeting	Review cost estimate status
Sept. 24	Bid Results & GMP to PBSC Clerk for Distribution		PBSC to review prior to Sept. 30 Special Meeting
Sept. 30 PBSC Mtg	PBSC Approval of GMP		
Sept. 30		Phase 4 CDs and Cost Estimate distributed to BOE and PBSC in advance of approval meetings	BOE to review prior to Oct. 7 meeting; PBSC to review prior to Oct. 14 SHS Meeting
Oct. 1 – Oct. 8	Town executes GMP Amendment		
Oct. 6 – Oct. 17		Document revisions as required by third-party code reviewer	
Oct. 7		BOE Meeting to review CDs and Cost Estimate; ED042 sign-off	
Oct. 13	Site Construction Begins		
Oct. 14 PBSC Mtg		PBSC Meeting to review CDs and Cost Estimate; ED042 sign-off	
Oct. 20 – Oct. 24		Third party review – final; Review and ED042 sign-off by local AHJs: BO, FM, DoH	
Oct. 27 – Nov. 4		OSF Final Review Meeting	Authorization to bid Phase 4
Oct. 28 PBSC Mtg		PB&S Meeting	
Nov. 11 PBSC Mtg		Authorization to bid Phase 4	

Nov. 12 – Dec. 19		Bid Phase	
Nov. 25 PBSC Mtg		PB&S Meeting	
Dec. 9 PBSC Mtg		PB&S SHES Meeting	
Dec. 16 PBSC Mtg		PB&S Meeting	
Dec. 22 – Jan. 9, 2015		Bid Analysis/Build GMP	By Consigli
Jan. 6		Bid Results & GMP to PBSC Clerk for Distribution	PBSC to review prior to Jan. 13 Meeting
Jan. 13 PBSC Mtg		PBSC Approval of GMP	
Jan. 14 – Jan. 22		Town executes GMP Amendment	
Jan. 26		Construction Begins	
Jan. 27 PBSC Mtg		PB&S Meeting	

**SANDY HOOK SCHOOL 2016
BUDGET TRACKING REPORT
8-Aug-14**



ITEM DESCRIPTION	ORIGINAL BUDGET	CONTRACT VALUE	CHANGE ORDERS	INVOICE TO DATE	TOTAL PROJ'D CAP. COST
Site Costs					
Property Cost	\$0	\$0	\$0	\$0	\$0
Appraisals	\$5,400	\$5,400	\$0	\$5,400	\$5,400
Site Survey	\$25,000	\$21,500	\$0	\$21,550	\$21,500
Legal	\$100,000	\$75,016	\$0	\$75,814	\$75,016
Site Signage	\$3,250	\$3,237	\$0	\$3,237	\$3,237
Tank Removal	\$16,000	\$16,089	\$0	\$16,089	\$16,089
Other	\$0	\$0	\$0	\$0	\$0
Site Costs Total	\$149,650	\$121,242	\$0	\$122,090	\$121,242
Professional Fees					
Owners Rep - DPM	\$820,000	\$276,416	\$0	\$281,313	\$276,416
OR Reimbursables	\$42,500	\$0	\$0	\$11,696	\$42,500
Architect - Svigals	\$2,760,000	\$2,753,858	\$0	\$1,373,821	\$2,753,858
Architect Add Services	\$506,400	\$512,540	\$0		
Architect Reimbursables	\$100,000	\$85,000	\$0	\$19,477	\$85,000
Haz Mat Consultant - RW Bartley	\$79,000	\$78,692	\$0	\$78,692	\$78,692
Environmental Engineers -TRC	\$120,000	\$119,530	\$0	\$119,530	\$119,530
Clerk of the Works	\$140,000	\$14,742	\$0	\$16,632	\$14,742
Peer Review for State Approval	\$50,000	\$0	\$0	\$0	\$50,000
Special Inspections & Testing	\$150,000	\$0	\$0	\$625	\$150,000
CM - Preconstruction - Consigli	\$180,000	\$177,894	\$0	\$149,861	\$177,894
Professional Fees Total	\$4,947,900	\$4,018,672	\$0	\$2,051,649	\$3,748,632
Construction					
Abatement - Bestech	\$1,122,841	\$1,122,841	\$0	\$1,122,841	\$1,122,841
Demolition - Total	\$951,697	\$951,697	\$0	\$951,564	\$951,697
Building	\$39,500,000	\$0	\$0	\$0	\$39,500,000
Other Offsite Improvements		\$0	\$0	\$0	\$0
Utility Connection Costs	\$60,000	\$0	\$0	\$189	\$60,000
Security - Demo Phase	\$50,735	\$50,734	\$0	\$50,734	\$50,734
Security - Construction	\$0	\$0	\$0	\$0	\$0
Builders Risk Insurance	\$100,000	\$0	\$0	\$0	\$100,000
Other		\$0	\$0	\$0	\$0
Construction Total	\$41,785,273	\$2,125,272	\$0	\$2,125,328	\$41,785,272
Voice/Data					
IT/Network Installation	\$50,000	\$0	\$0	\$0	\$50,000
Academic Technology	\$190,000	\$0	\$0	\$0	\$190,000
AV Equipment	\$210,000	\$0	\$0	\$0	\$210,000
Telcomm System	\$110,000	\$0	\$0	\$0	\$110,000
Other		\$0	\$0	\$0	\$0
Other		\$0	\$0	\$0	\$0
Other		\$0	\$0	\$0	\$0
Voice/Data Total	\$560,000	\$0	\$0	\$0	\$560,000
Furniture Fixtures & Equipment					
Furnishings	\$555,000	\$0	\$0	\$0	\$555,000
Custodial Equipment	\$40,000	\$0	\$0	\$0	\$40,000
Academic Equipment & Supplies	\$45,000	\$0	\$0	\$0	\$45,000
Health Equipment & Supplies	\$22,000	\$0	\$0	\$0	\$22,000
OT/PT Equipment	\$48,000	\$0	\$0	\$0	\$48,000
Other		\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
FF&E Total	\$710,000	\$0	\$0	\$0	\$710,000
Specialty					
Integrated Art/Graphics Design	\$25,000	\$0	\$0	\$0	\$25,000
Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Specialty Total	\$25,000	\$0	\$0	\$0	\$25,000
Relocation					
Packing	\$0	\$0	\$0	\$0	\$0
Movers	\$30,000	\$0	\$0	\$0	\$30,000
Post Move Cleaning	\$10,000	\$0	\$0	\$0	\$10,000
Liquidation	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Other	\$0	\$0	\$0	\$0	\$0
Relocation Total	\$40,000	\$0	\$0	\$0	\$40,000
Total of all Categories	\$48,217,823	\$6,265,186	\$0	\$4,299,067	\$46,990,146
Contingency	4%	\$1,759,951		N/A	N/A

Project Total	\$49,977,774	\$6,265,186	\$0	\$4,299,067	\$46,990,146
Total Capital Cost	\$49,977,774	\$6,265,186			\$46,990,146



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SANDY HOOK ELEMENTARY SCHOOL
PROJECT TIMELINE
 August 12, 2014

DATE	PHASE 3 ACTIVITY	PHASE 4 ACTIVITY	COMMENTS
Aug. 8	Final OSF Review		
Aug. 8	OSF Authorization to Bid		
Aug. 11		85% CD set due	For cost estimating only
Aug. 12 – Sept. 12		85% CD Cost Estimate	By Consigli
Aug. 12 PB&SC SHES Mtg			
Aug. 14 – Sept. 16	Bid Phase		
Aug. 26 PB&SC Mtg		Review SHS Finishes	
Sept. 9 PB&SC SHES Mtg		Review cost estimate status	General report, no approval
Sept. 12		100% CD set due	
Sept. 15 – Sept. 26		CD cost estimate reviews	Project Team
Sept. 17 – Sept. 24	Bid Analysis/Build GMP		By Consigli
Sept. 22 – Sept. 26		Check cost estimate by Consigli	Also revisions to Phase 4 CDs based on cost estimate and team VM
Sept. 15 – Oct. 3		Preliminary Third-party review of CD set	
Sept. 23 PB&SC Mtg			
Sept. 24	Bid Results & GMP to PB&SC Clerk for Distribution		PB&SC to review prior to Sept. 30 Special Meeting
Sept. 24 – Sept. 30			Team review of Cost Estimate and VM revisions to CDs
Sept. 30 PB&SC Special Mtg	PB&SC Approval of GMP		
Sept. 30		Phase 4 CDs and Cost Estimate distributed to BOE and PB&SC in advance of approval meetings	BOE to review prior to Oct. 7 meeting; PB&SC to review prior to Oct. 14 SHS Meeting
Oct. 1 – Oct. 8	Town executes GMP Amendment		
Oct. 6 – Oct. 17		Document revisions as required by Third-party reviewer	By Design Team
Oct. 7		BOE Meeting to review CDs and Cost Estimate; EDO42 sign-off	



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PUBLIC BUILDING AND SITE COMMISSION

Oct. 13	Site Construction Begins		
Oct. 14 PB&SC SHES Mtg		PB&SC Meeting to review CDs and Cost Estimate; ED042 sign-off	
Oct. 15 or 16		OSF Initial PCT Review Meeting	Approval to go to Local Review
Oct. 20 – Nov. 3		Third party review – final; Local review and ED042 sign-off by local AHJs: BO, FM, DoH	
Oct. 28 PB&SC Mtg			
Nov. 4 or 5		OSF Final PCT Review Meeting	Authorization to bid Phase 4
Nov. 11 PB&SC SHES Mtg		Authorization to bid Phase 4	
Nov. 12 – Dec. 18		Bid Phase	
Nov. 25 PB&SC Mtg			
Dec. 9 PB&SC SHES Mtg			
Dec. 23 PB&SC Mtg			
Dec. 19 – Jan. 16, 2015		Bid Analysis/Build GMP	By Consigli
Jan. 13 PB&SC SHES Mtg			Potential request to authorize procurement of long lead items (e.g. steel, concrete, rebar) for Phase 4
Jan. 20		Bid Results & GMP to PB&SC Clerk for Distribution	PB&SC to review prior to Jan. 27 Meeting
Jan. 27 PB&SC Mtg		PB&SC Approval of GMP	
Jan. 28 – Feb. 6		Town executes GMP Amendment	
Feb. 16		Construction Begins	