

PUBLIC BUILDING COMMITTEE
Special Virtual Meeting Minutes
August 9, 2021
Subject to Approval

Chairman Ostop called the Special Virtual Meeting of the Public Building Committee to order at 7:00 p.m. on Monday, August 9, 2021, via Zoom in Simsbury, CT.

Present – Chairman Ostop, Messrs. Salvatore, Kelly, Burns, Cortes, Egan, and Dragulski; Mr. Derr joined the meeting at 7:16 p.m.

Guests - Jason Casey, Simsbury Public Schools

1. Public Audience

No public audience comments.

2. ADJOURN TO EXECUTIVE SESSION

Pursuant to CGS Section 1-200(6)(B) and CGS Section 1-200(6)(E) to discuss matters related to Latimer Lane Elementary School Renovation Project

At 7:02 p.m. Mr. Kelly made a motion to adjourn to Executive Session. Mr. Dragulski seconded the motion, and it was passed with 6 in favor and Mr. Burns opposed.

ADJOURN FROM EXECUTIVE SESSION

At 7:12 p.m. Mr. Dragulski made a motion to adjourn from Executive Session. Mr. Egan seconded the motion, and it passed unanimously.

Possible Action

Chairman Ostop noted the return to live meeting streaming and reviewed from Executive Session the selected candidates for owners representative: Archideus, Russo, Construction Solutions, and Colliers. He continued the candidates selected from Executive Session for architect interviews were: Techton, JCJ, Moser Pylon, and GRA.

Chairman Ostop discussed potential dates for interview meetings currently reserved at the Simsbury Library for Monday, 8/16 and Wednesday 8/18 from 6-8 p.m.; also reserved are Monday 8/23 and Wednesday 8/25. He discussed the time limits for meeting with candidates.

At 7:16 p.m. Mr. Derr joined the meeting.

Messrs. Salvatore and Derr are away both weeks; and Mr. Egan is away the 2nd week and would like to be there, and next week is an option. Members discussed whether remote participation is possible. Chairman Ostop felt the meetings should be personal in order to address pertinent questions and members noted the critical need for the architect with only 4 months to produce construction documents for bid in order to begin the project in summer. Members discussed the longer timeframe provided by owners reps bidders which does not match project requirements to begin in the spring. Mr. Casey preferred selecting an owners rep first in order to bring on the construction manager at risk. Members discussed interviewing architects when everyone is available in a week and then in early September interview CMs. Chairman Ostop suggested 2 architect interviews on 8/16 and 2 on 8/18. Mr. Egan requested having both remote and in person meetings given the COVID situation and need for backup and Chairman Ostop will confirm. However, Chairman Ostop believed the architect interviews should be in person. Mr. Cortes advised he is not available on 8/18; members discussed the alternative of meeting on 8/16 and 8/17 and requested Mr. Shea check. Members decided the architect interviews would be alphabetical: on day 1 -DRA and JCJ and on day 2 - Moser Pylon and Techton.

Mr. Salvatore made a motion to conduct the architect candidate interviews on Day 1 with DRA and JCJ and on Day 2 with Moser Pylon and Techton. Mr. Egan seconded the motion, and it passed unanimously.

Chairman Ostop will confirm whether a combined in person and remote committee member zoom meeting is acceptable given the COVID situation; and these are not

public meetings and should be in Executive Session. Mr. Burns expressed concern there is no legally permissible reason to move into Executive Session with exposure to the Town regarding laws on public bidding, as well as Executive Session; Mr. Dragulski indicated COVID is the reason and Chairman Ostop believed it is necessary to keep bidder information private, as they have done in the past. Mr. Casey will request the Mr. Shea determine whether Executive Session is correct with the Town Attorney. Members discussed having a spreadsheet of pertinent bidder information. Mr. Casey verified they have the short-listed architect proposals and will provide them to members for review. Members discussed staffing requirements for the architects and construction managers in order to meet the accelerated schedule and their hourly range; Chairman Ostop believed these should be addressed in the interviews.

Mr. Derr made motion to prioritize the choice of construction administrator based on 1) their realistic availability, and 2) their cost.

Mr. Egan asked if without a meeting date set should there be a shortlist at this meeting. Chairman Ostop indicated the previous motion could be negated and the RFP needs to go out for construction manager. Mr. Casey responded he has a frame and wanted to speak with the owners rep about it. Chairman Ostop noted the need to provide assistance to Mr. Casey in moving forward to select the owners rep and then the CM.

Members indicated the bidders should be advised of the schedule/need prior to interviews. Members discussed the need for the Committee to have bidder responses on their availability based on our schedule prior to interviews. Mr. Casey confirmed the owners rep RFQ schedule was not as detailed as for the architect; and the Committee reviewed the RFQ. Members discussed notifying all RFQ bidders of the schedule. Members decided to send the schedule to all RFQ bidders, as well as the 4 short-listed architects for interview and date/time of interview in order to receive their availability response. Members discussed whether the amount of hours/week they would provide should be requested.

Mr. Egan made a motion to table the owners rep shortlist until the interview date is determined and the Committee has more conversation following notifying all RFQ bidders of the schedule/updated information and receiving their updated

response of availability, including the hours/week dedicated to the project, to staff the accelerated schedule of 6 months pre-construction and 18 months construction. Mr. Salvatore seconded the motion, and it passed unanimously.

Mr. Casey will provide this information to bidders ASAP.

Chairman Ostop summarized the Committee plan to move forward with 2 days of interviews for architects and will communicate with members by email; Mr. Derr will check in with Mr. Shea; Chairman Ostop requested hearing back directly from Mr. Derr.

3. Adjourn

Mr. Cortes made a motion to adjourn the meeting at 8:00 p.m. Mr. Burns seconded the motion, and it passed unanimously.

Respectfully submitted,

Janis Prifti

Commission Clerk