

## **PUBLIC BUILDING COMMITTEE**

Special Meeting Minutes

November 18, 2019

*Subject to Approval*

Chairman Ostop called the Special Meeting of the Public Building Committee to order at 6:30 p.m. on Monday, November 18, 2019 in the Board of Education Conference Room at 933 Hopmeadow Street, Simsbury, CT.

Present – Chairman Ostop, Messrs. Dragulski, Cortes, Kelly, and Egan

Guests – Mr. Shea; Andy O'Brien, Director of Operations, Simsbury Public Schools

Excused – Messrs. Walter, Derr, and Salvatore

### **1. Interviews for Architectural Selection – Simsbury High School Roof Replacement Project**

#### **6:30 p.m. Hibbard & Rosa Architects LLC**

Tom Hibbard presented the capabilities and qualifications of HRA, including design /administration for over 40 projects for municipal, institutional and corporate clients utilizing accurate and detailed documents. They document core cuts for design integration in order to provide an accurate cost estimate and any information the Town can provide would be helpful. He advised for State roof reimbursement, if solar panels are included, they must be rolled into the project. Every roof project is unique and for older schools, roofing slopes of ¼-inch are now required, and roofs are designed to meet current State code requirements, as roof failures are the leading loss generator for FM Global. He discussed less costly R30 insulation /depth and increased roof reflectivity of gravel roofs (white photo) and effect of black roofs on PV panels; overflow drainage is not absolutely required in all areas for existing buildings with more scuppers utilized; and the effect of mechanical units on the roof. Regarding the fee, he believed they are very competitive and would do the job for the \$24,400 fee and \$2K reimbursables not to exceed \$26,400 and will not ask for additional fees. He confirmed there are 4 members of the firm with 8 projects underway already for 2020, 6 of which are substantially completed. He confirmed they put in new warranted drains and new flashings, and piping as part of their fee; and they rarely add new drains. Mr. Dragulski discussed roof pitch and added insulation that

may require adding a drain; Mr. Hibbard said that 1/8-inch per foot now require insulation stacked to 14 inches. Mr. Dragulski asked if there was provision to connect/disconnect roof fans in the fee, etc.; Mr. Hibbard indicated usually the contractor does. Mr. Egan asked what could come up that adds cost to the design. Mr. Hibbard responded nothing, as long as roof areas are correctly stated. Regarding the need to decide on solar now, Chairman Ostop noted the Town did not approve solar as part of the roof project. Mr. Hibbard explained the State has moved toward having solar and roofs in one project and Mr. Cortes clarified that is only if the Town decided to do solar. He indicated his package responds to the 14 qualifications required by the RFP. Mr. Hibbard noted the issue of the State taking a couple of months to review temporary project numbers, which will be a 3-week window in spring.

Mr. Hibbard left the meeting at 7:00 p.m. The members discussed adequacy of the fee, personnel size, issues regarding solar panel timing and roof warranty.

#### **7:15 p.m. Jacunski & Humes Architects**

Al Jacunski, Partner, presented the capabilities and qualifications of JH founded in 1993, with Brian Humes joining in 1996, and there are 9 firm members including 5 licensed architects, 3 of which are LEED accredited professionals. He would remain involved in all phases of services being provided. He went over 7 phases of roofing projects in the JH proposal emphasizing the importance of test cuts in all roof sections in order to design a new roof over the boiler room with Rich Szewczak. He noted the importance of getting water off the roof to prevent leaks, that there are good access ladders, the importance of preparing documents for State review, staying within budget, and file SCG-042A for local fire marshal review. He indicated construction administration is one of the most important of their services and he would be on site at least weekly and is only a half hour away; he is open to suggestions from the contractor to consider improving design. Regarding existing conditions at the site he provided photos and discussed issues, including ponding water; repaired areas; hatches to be replaced; removal of abandoned equipment; 8-10 abandoned plumbing vents to be removed on the east end; chimney flue collar repair; and caulking tested for asbestos only; raised intake units; raised bellows; raised flashing; lead coated copper 5-inch strip; installing a roof over stairs to boiler room, which is eligible for State reimbursement. He indicated if the project is bid in March there is plenty of time to complete the job in summer and he has provided hourly rates in the proposal. He talked about projects done for Pratt & Whitney, including the largest building roof in CT; sole consultant for Travelers; 18 years of re-roofing for Bacchus Hospital; GE corporate HQ; towns of Berlin, W. Hartford; schools in Farmington and Haddam. They are currently working on 7 re-roofing projects – schools in Farmington, Union, Newington High School pool roof, which is a complicated project due to vapor barrier; next year Salem School and a Chester Synagogue. He indicated to take advantage of the 34% reimbursement rate under the School Construction Grant program by eliminating ineligible costs, e.g. replacement of roof drains not compatible with EPM – he strongly recommended replacing 14 leaking drains as cast iron rots. He indicated OSHA railings could be installed around equipment and he has not had a PCP level project

rejected; he would assist with filing all forms electronically. Regarding solar, he indicated it is not required by the State, but a 30-year black EPDM provides the largest return per year and a hyplon coating insulation could be used for heat issues noting heating costs are likely more than air conditional costs. He recommended ¼-inch minimum per foot roof pitch adding roof drains if needed; he will likely consult with a mechanical engineer for the plumbing vents, which is included in the fee; a conduit laying on the roof would likely be raised; he writes roof drain replacement specifications unless drains are added requiring connection; the existing curb will stay and anything out of the ordinary will be brought to the Committee's attention; as-built drawings are included at project completion.

At 7:45 p.m. Mr. Jacunski left the meeting. The members noted he has already been on the roof and the amount of hours that would be provided.

**7:45 p.m. Silver / Petrucelli & Associates**

Dean Petrucelli, Principal; Paul Jorgenssen, Project Manager; and Michael Chambers, Electrical Engineer, presented the capabilities and qualifications of Silver / Petrucelli. Mr. Petrucelli noted they did the high school in '98 and know the building and have done 3 school roofs in Town in the last 20 years. Over the years they have completed over 70 million sq. ft. and have been at the State over 400 times for roof projects; and do about 20 municipal roofs/year and only work in CT. They handle the SGC review process for project reimbursement requiring Town completion of a few forms to get through PCR. He indicated they understand the project schedule in order to gain State approvals in Jan/Feb and get the architect on board as soon as possible to get contractor bids early in spring and do the work in summer months.

Mr. Jorgenssen, as project manager, design beginning early in the process; they already have data files, work with big manufacturers, develop drawings/design and specifications, do inhouse estimates, and work with the Town to bring the project through the State process. He noted inhouse detailing is done and construction administration with weekly/bi-weekly visits until successful completion.

Mr. Chambers, Electrical Engineer, explained that if PV is planned, there is reimbursement for PV done at the same time as new roof projects. They have done multiple PV projects and are working on 4 currently. Regarding State requirements, he indicated in addition to the roof project there is now a PV checklist requiring different paper work if different funding is sought from Eversource or UI under the ZREC program promoting clean energy where over 15 years money comes back for energy sold to Eversource. He noted they can show various locations for panels so as not to impact other roof functions, including structural roof analysis and not blocking roof drains so water doesn't build up.

Mr. Petrucelli indicated they are unique because they have inhouse engineering, including 20 engineers in the office, 20 architects, 2 spec writers, 4 construction administrators, and an interiors group; roofs now require engineering analysis, and overflow drainage analysis for all projects. He noted they would provide the costs, and pros/cons associated with various roof systems in order for the Committee to make a decision. Chairman Ostop asked what is meant by Electrical, Plumbing or Mechanical Engineering Construction Document services in their 10/25 letter. Mr. Petrucelli clarified they would not go beyond roof scope and would not replace full building mechanical HVAC or entire plumbing system replacement, excluding drains and piping; they would take care of everything related to the roof and they are not including the full PV design, unless asked to. Mr. Ostop asked about Special Testing Services. Mr. Petrucelli responded that is an outside 3<sup>rd</sup> party service and not required for this project by the local building official. Mr. Ostop asked about Environmental Testing Design. Mr. Petrucelli indicated the Town hires per the RFP their own environmental abatement testing/documents, and destructive testing to remove walls/ceiling is not assumed, but devices on the roof that need to be removed are included. Their fee is \$30,100, Mr. Dragulski asked for clarification re mechanical design for roof drains, structural roof analysis; Mr. Petrucelli responded they are included. Mr. Dragulski asked what is included in the CA; Mr. Petrucelli indicated they execute the contracts, if requested; attend construction kickoff; review all submitted project shop drawings; once a week are on site during construction followed by field reports/photos of findings, answer RFI contractor questions during construction, close out State documents, and attend PBC meetings. Mr. Egan asked about challenges re the roof over the stair; Mr. Petrucelli responded it is not that complex but requires engineering analysis to not impose loads on the existing building and would be an independent structure. He indicated they know the roof and do not anticipate significant challenges, except for PV and what the building can support along with snow loads, and that analysis is included in the fee. Regarding abandoned mechanical items, Mr. Petrucelli advised the engineers will be on the roof to determine how best to clean it up, including flashing/curbs. The daily project manager would be Mr. Jorgenssen and Mr. Petrucelli would be the backup and they have a separate construction admin team doing weekly roof observation.

At 8:15 p.m. Silver / Petrucelli left the meeting. The members discussed previous work performed for the Town.

*Mr. Kelly made a motion for Chairman Ostop to sit with Jacunski & Humes Architects to see about negotiating their fee and with the condition that any needed MEP engineering be included. Mr. Egan seconded the motion and it passed unanimously.*

#### **8:20 p.m. Meeting break**

At 8:30 p.m. the meeting resumed. Members discussed a letter of intent for the roof project and getting it started right away.

**2. Interviews for Owners Representative Services - Henry James Middle School Phase III Project**

**8:30 p.m. J R Russo LLC**

Mr. Russo advised his availability is no more than 5 hours/week given his Town of Windsor contract work for the next 24 months. In discussions with KB, he would attend the Wed. meeting and perform offsite work at 2-3 hours/week as owner's rep totaling about 5 ½ hours/week. He noted Downes is the construction manager and he would represent the Town. He believed the Committee is familiar with his work; he would see the site and note issues to be resolved in order to keep the project on track. Regarding contract termination, a 2week notice is acceptable to him, and he assumes the Town will continue working to find someone who can provide more hours. Regarding paperwork, Mr. Shea indicated that would be primarily for change orders, review of applications for payments, review of critical path items moving to the next phase, or any obvious changes needed. Mr. Russo would attend the 1 ½ hour Wed. meetings and then walk the site to get a feel for issues and the construction managers questions; however, monthly PBC meetings would be beyond the 5 ½ hours. Mr. Cortes asked if more than 5 ½ hours are needed, can he accommodate that; Mr. Russo responded it would be tough given his other commitment – it would be after hours. Mr. Shea indicated Mr. O'Brien will need help. Mr. Ostop asked if Mr. Sawitzki could assist and Mr. Russo said he would check with him. Regarding help with closing documents, Mr. Russo responded that is included in the 5 ½ hours. He worked with Downes over the years. He primarily would like to help the Town out. Mr. Ostop noted Mr. Sawitzki knows the site and could be very helpful and the Town needs an owner's rep and requested Mr. Russo get back to him soon regarding Mr. Sawitzki's availability.

At 8:40 p.m., Mr. Russo left the meeting. The members discussed the hours needed from the owner's rep will likely quickly exceed 5 ½ hours/week, and Mr. O'Brien would like to have more time – pricing for 8-10 hours was what was requested.

**9:00 p.m. Ale Consulting Services, LLC (Frank Capetta)**

Mr. Capetta reviewed his proposal to generally monitor the project and assure quality control. He has not worked with either Downes or KB. He worked for the Recreation Department. and Gerry Toner on the Simsbury Farms Skating Rink; at Henry James he worked on the far south end addition for the Committee; network wiring for Dave Holden; and a similar scope of work to this project for Central School working with the principal under this Committee. Mr. Capetta indicated he could work the required number of hours a week with Mr. O'Brien. Regarding

experience with the State and assistance with their closeout documents, he has not done that but is willing to figure it out and has done school closeouts. For review of change orders and contractor issues, he would push back to get detail from the contractor, check pricing, monitor labor weekly, and monitor the project budget actual and progress for the owner. He would need to spend more hours in the beginning to get up to speed. Regarding how many similar projects he has handled, as a Simsbury resident he is familiar with the school and felt it was something he could handle, including review/justification of change orders and price with one authorizing source – he would push back that unapproved changes are at the contractor’s own risk. Mr. Egan asked what is the most important value he provides; Mr. Capetta responded it was eyes/ears monitoring the project for the owner, and he is available immediately with no more than a week vacation planned. He did work with the State on a manufacturing project grant in a complicated process.

At 9:20 p.m., Mr. Capetta left the meeting. The members discussed his qualifications and availability. There is also a need to determine a termination clause and initial contract period. Obtaining a reference was suggested.

When Chairman Ostop receives the requested information from Mr. Russo, he will provide it to the members prior to a decision.

### **3. Adjourn**

***Mr. Kelly made a motion to adjourn the meeting at 9:35 p.m. Mr. Cortes seconded the motion and it passed unanimously.***

Respectfully submitted,

Janis Prifti

Commission Clerk