

DRAFT MINUTES

Members Present: Randy Walikonis, Chris Kueffner, Steve Ferrigno, Toni Moran, Chris McNaboe, Mary deVecchis, Madison Day, Rich Weyel, Kathy Ward, Ryan Aylesworth, Kelly Lyman

Staff Present: Allen Corson, Director of Facilities Management; Margaret Chatey, Communications Specialist; Charmaine Bradshaw-Hill, Director of Finance

Guests: Adam Levitus (Colliers International), Scott Pellman (Colliers International), Jeff Brown (TSKP Studio), Al Howat (Newfield Construction); Peter Dart (Principal, Goodwin Elementary School); Lauren Rodriguez (Principal, Southeast Elementary School)

1. CALL TO ORDER

Meeting called to order at 4:02PM by Chairman Randy Walikonis.

2. APPROVAL OF 05/12/2022 MEETING MINUTES

Ms. deVecchis **moved** to approve the AMENDED minutes of the May 12, 2022 regular meeting. Ms. Ward seconded the motion.

The motion **passed** unanimously.

3. ARCHITECT UPDATE

Mr. Brown spoke to the Committee about the latest site observation including updates on zinc and curtain wall installations. The Committee discussed their concerns about how and when issues on the Kohler Ronan report are being addressed.

4. OPM UPDATE

Mr. Levitus gave updates on installation of zinc panels, windows, and drywall in the building interior. He shared photos of the buffer trees and the Committee discussed next steps that can be put in place to meet the needs and desires of the abutting neighbors. Mr. Pellman spoke to the Committee about plans for the delayed opening.

5. CONTRACTOR UPDATE

Mr. Howat shared aerial photos that included siding and window framing in B wing, the buffer trees line, and both framed and dry walled classrooms in areas A and B. The Committee discussed interior lighting. Mr. Howat went over the updated procurement log. Mr. Levitus and Mr. Howat went over the updated project schedule dated May 6, 2022..

6. POTENTIAL CHANGE ORDER / PROCUREMENT REVIEW

Mr. Weyel made a **motion** to approve PCO-076 dated 5-11-2022 for a credit in the amount of \$181.50 for reconciled shipping costs for PCO 54 (drywall for Room 3.1 soundproofing). Ms. deVecchis seconded the motion.

The motion **passed** unanimously.

Ms. McNaboe made a **motion** to approve CCD-006 dated 5-26-2022 for an alternative walk-in kitchen cooler/freezer manufacturer with a reduced production lead time. Ms. Ward seconded the motion.

The motion **passed** unanimously.

Ms. McNaboe made a **motion** to appropriate \$70,000.00 of funds to Langan for hazardous material abatement monitoring and testing services on a unit cost basis under the agreement dated 7/14/2020. Ms. deVecchis seconded the motion.

The motion **passed** unanimously.

Mr. Kueffner made a **motion** to approve the proposal from BVH dated May 18, 2022 in the amount of \$4,970.00 for Curtain Wall Testing. Ms. McNaboe seconded the motion.

The motion **passed** unanimously.

7. REVIEW AND APPROVAL OF PROJECT INVOICES

- Ms. deVecchis made a **motion** to approve monthly invoice packet for April 2022 dated 05-26-2022 including invoices from Atlantic, BVH, CES, Colliers Project Leaders, GovConnection, Langan, TSKP Studios, WB Meyer, and Weston & Sampson in the amount of \$69,619.52 along with CT Wells' Application for Payment #2 in the amount of \$118.75, CT Wells' Application for Payment #3 in the amount of \$4,211.75, and Newfield's Application for Payment #12 in the amount of \$3,016,005.20 for a total Approval of \$3,089,955.22. Mr. Ferrigno seconded the motion.

The motion **passed** unanimously

8. OPPORTUNITY FOR PUBLIC INPUT

None

9. EXECUTIVE SESSION

At: 5:29PM, Ms. deVecchis **moved** to enter into executive for the discussion of contract revisions due to project delays, in accordance with CGS §1-200(6)E and §1-210(b)24, and to invite Town Manager Ryan Aylesworth, Superintendent of Schools Kelly Lyman, Goodwin Elementary School Principal Peter Dart, Director of Finance Charmaine Bradshaw-Hill, and Project Managers Scott Pellman and Adam Levitus into the session. Ms. Ward seconded the motion.

The motion **passed** unanimously.

Ms. McNaboe left the Executive Session at 5:39PM

Mr. Levitus and Mr. Pellman left the Executive Session at 5:40PM

The executive session concluded and the Committee reconvened in open session at 5:56PM.

10. POSSIBLE ACTION ON CONTRACT REVISIONS

Ms. Moran **moved** to adopt the amendments to the contract with Colliers International that were proposed on May 24, 2022. Mr. Weyel seconded the motion.

The motion **passed** unanimously.

(Copy of contract amendments attached)

11. ADJORNMENT

Ms. deVecchis **moved** to adjourn the meeting at 5:57PM. Ms. Ward seconded the motion.

The motion **passed** unanimously.

Respectfully Submitted,

Tasha N. Smith
Executive Assistant, Town Manager's Office

5-24-2022

Mr. Randy Walikonis, Chairperson
c/o Tasha N. Smith, Executive Assistant to the Town MGR.
Town of Mansfield
4 South Eagleville Road
Mansfield CT 06268

**Subject: Mansfield Elementary School
 Project Schedule and Colliers Contract**

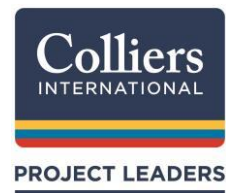
Dear Randy:

Colliers International Project Management Northeast is pleased to submit the enclosed Additional Services Fee Proposal providing Colliers' Fee to extend and supplement our Owner's Representative Services for the Town of Mansfield's new elementary school. Our current contract Article 2 Fee schedule includes contract oversight through August 31, 2022, followed by 4 months of project close out. for a total Fee of \$522,889. (see attached) Currently the building and site completion has been delayed due to circumstances outside of our control and we believe that the construction completion and heavy project coordination will continue through the end of December 2022. In addition, Colliers is now coordinating an additional district move into the 2 existing schools due to the construction and procurement delays and continues to spend significant efforts coordinating responses to Town officials which were never anticipated. In an effort to be fully transparent we have attached our original contract hours and Fee schedule dated December 9, 2019, along with our proposed Fee schedule dated April 28, 2022. Due to the challenging market conditions and required project oversight Colliers has been significantly exceeding our anticipated staffing hours however, we are not looking to re-capture that effort but only better balance the ongoing oversight and coordination with the remaining Fee moving forward.

Colliers is proposing an additional Fee through the end of December 2022 as follows. We have allocated 2 days a week or 40% for our Construction Representative from September 1, 2022, through December 31, 2022, 6 hours per week or 15% for our Senior Project Manager from May 1, 2022, through December 31, 2022, and have increased the Project Manager time from 20% to 40% or an additional 8 hours per week from May 1, 2022, through December 31, 2022. We are proposing an additional Fee of \$139,311 to cover the staffing increases and extension from May 1, 2022 through December 31, 2022, resulting in a total revised post referendum Fee of \$662,200 which includes the originally allocated fee for close out of \$14,204. The revised Fee will be billed monthly commencing on May 1, 2022, through December 2022 at the revised rate of \$29,134.28 per month.

In the event that the construction phase is completed on or before December 31, 2022, the Town shall receive a pro-rata credit for the remaining portion of the payment for the month of December 2022.

In the event that the construction phase is not completed on or before December 31, 2022, Colliers and the Town will meet to discuss additional billing, if any, for the continued period of construction.



We are proposing to provide project close out services starting on January 1, 2023, on an hourly basis at the 2023 billing rates listed below. We anticipate that the final project completion and close out period could run through April 2023 not including the summer cooling season commissioning coordination, and request that an initial allowance of \$20,000 be established for billing the ongoing hourly services.

Director	\$228
Senior Project Manager	\$190
Project Manager	\$170
Construction Rep	\$160
Financial/Admin Support	\$135

We hope that this fee proposal meets with your expectations. Please feel free to contact me at (203) 584-1019 / scott.pellman@collierseng.com should you require additional information.

Sincerely,

Scott Pellman, RA
Associate Director, Project Management Services

Public Building Commission Approval

Town Manager Approval

Randy Walikonis, Chair date

Ryan Aylesworth date