



**TOWN OF DARIEN
HHR BUILDING COMMITTEE
SPECIAL MEETING
WEDNESDAY JANUARY 18, 2023
HELD VIRTUALLY
6:00 PM**

Participants

Chris Price
Jill McCammon
Sarah Neumann
David Martin
Jameson Riley
Paul Harding

Paula Bleakley, Holmes School Principal
Keri Snowden, Hindley School Principal
Natasha Torre, Royle Interim Principal
Alan Addley, DPS Superintendent
Kevin Munrett, DPS

Erik Kaeyer, KG&D
Travis Schnell, KG&D
Dave Cravanzola, O&G/APC
Lorel Purcell, O&G/APC

Minutes

1. Approval of Meeting Minutes from meeting on December 21, 2022

Meeting started at 6:01 pm. David Martin moved to approve the meeting minutes, Jameson Riley seconded the motion.
All voted in favor.

2. Public Comment*

None

3. Chair's Report:

- a. Jill's report on BOE
- Review of BoE DD Approval on 1/10
- b. Chris' report on P&Z and ARB
- Royle passed P&Z. No concerns raised at P&Z. Public hearing now closed.

- Conversation at Hindley about the connection between our design and infrastructure beyond school campus. Even with the much higher capacity in the schools system, there are still concerns. Have been in conversation with Selectman's office and DPW. To coordinate a meeting with Joe Canas, DPW, et al to see what can be done to coordinate between the town bodies. Public hearing is now closed.
- Will now deliberate on Hindley and Royle. Targeting 2/7 to vote on a resolution approving those designs.
- Holmes to be presented on 1/24. Hoping final approval also 2/7.
- Once have planning board approval, will go through the town process, which is typically 3-4 weeks. Would then begin the state process, which is also typically 3-4 weeks. Town approvals is building permits, et al.
- O&G/AP team to present on the next steps/phases in an upcoming meeting.
- ARB was last night (1/17). Erik, Loren and Sean presented. Was primarily to go over specific responses to specific comments from the last presentation. In particular, landscaping and designs around the school entrances. At the end of the presentation, ARB basically signed off, though do have a few additional comments on more "marginal" items.

4. KG&D report on status of Construction Drawings

- Did meet with the design team to ensure bid dates are in coordination with construction documents. Have asked KG&D for docs the beginning of Feb, but will be the first 90%, not 100%. As going through the estimate process, there will still be some finalization. Goal for 2/3 is to start the process of town review. They do not need 100%, so will complete everything they need. Will then be responding to comments from town, finalizing other 10%, etc in preparation for a complete bid package.
- While our goal for documents is 2/3, P&Z approvals are not until 2/7. There is a weekend inbetween, but there will be some lag as cannot submit to town until approval is complete. Still valuable to have the documents for O&G/AP on 2/3 so their process can move forward.
- Some paperwork that will require back and forth with the district. Travis to coordinate with Kevin and Alan. For example, will need to do a standard spacing analysis

5. Discuss and take action to approve issuing an RFP for a MEP commissioning agent

- Have to send out an RFP for the town to retain a Commissioning Agent for the MEP part of the project. Believe is required by the state. Kevin has drafted a version working with the town. Process would be essentially the same as that we did for architect, CM, though scaled down. Will work with Ox Ridge Building Committee.
- Purpose of Commissioning Agent will review the MEP documents from the Engineering Group; will test the equipment to ensure functions per code. Integral part of a large project like this. Any switch gear, controls, new MEP equipment. Will create reports to verify testing and that items are working. Will run a variety of tests to assess conditions. Paul to help vet responses and interview the candidates. RFP ready to go pending committee approval.
- Motion for Kevin to work with the town to publish the RFP for a Commissioning Agent. Jameson Riley made the motion, Jill McCammon seconded it. All voted in favor.

6. Update on staging meetings/updates from KG&D and O&G AP

- Staging meeting last week. Set up some preliminary conditions and identified planning for next steps going forward.
- Lorel Purcell is the pre-construction manager. One of her main specialties is having meetings with end users on how they use their space today, how they are going to organize themselves and how to plan for going forward. Initial kick-off on 1/11. First real meeting yesterday with each principal. Talked through ideas for how to move forward. Will be meeting with them on a weekly basis, so is an ongoing iterative process. Will have clear, concise pictorals outlining where will be in the building. Have planned for up to 5 more meetings. Will be part of the bid documents so contractors know where and when will be in the buildings.
- Procurement of switch gear is still a year out. Design and construction teams have agreed to an Early Electrical Switch Gear Procurement Package. OSCG&R meetings – which are to approve the process as we move forward. DDR meetings scheduled for 2/15 & 2/16. Will go through the designs and the cost estimates. An opportunity for the state to provide feedback to the design team, building committee representatives and Superintendent.
- Need to confirm where we are with coordination study for switch gear. Planned for documents to be ready 2/3. Travis to coordinate with B&G and Paul. Plan is to go to bid on 3/9. Would like a list of phase 1 switch gear so can see gap between what are building for switch gear now and when it will actually arrive.
- Planned Completion Review (PCR) meetings on 2/21 and 2/22. Different check lists and cost estimates. Would need building committee and BoE approvals. Dave C and Lorel will suggest timing for meetings. Send to Chris, Jill and Sarah.
- HVAC program has put a huge burden on OSCG&R, so their timeframe for setting up meetings has drastically elongated. Dave C to confirm all relevant invitees have been included.
- Two phase 1 PCR meetings and three phase 2. Those will be at the end of March. Everything must be signed by the district and will continue to include cost estimates. Will then be a formal letter that enables the project to be let out to bid. Have to follow the state's checklist. If held up on something like P&Z, usually OSCG&R will let building committee go out to bid, but could not award a contract. Need PCR approval to do the pre-purchase for the switch gear in order to qualify for reimbursement. Anything want to buy, including FFE, needs to be reviewed first.
- Anticipated date of going out to bid for phase 1 switch gear is 3/9.
- Phase 2, Hindley & Royle is 4/24
- Phase 2, Holmes 5/1
- Anticipated Start Construction Date is 7/12
- O&G/AP will send an updated calendar to the chairs to be distributed to the committee.

7. Agenda review

Next meeting planned for February 1 at 6 pm.

8. Adjourn

Jill McCammon made a motion to adjourn the meeting, Sarah Neumann seconded it. All voted in favor. The meeting ended at 7 pm.