

Special Meeting Minutes
CAPITAL PROJECT BUILDING COMMITTEE
This was a VIRTUAL ZOOM MEETING

Committee: Capital Project Building Committee

Date: Monday, February 22, 2021

Time: 6:00 pm

Attendees: Tom Arcari, Mark Belanger, Danny Carrier, Tom Lozaw, Steve Martino, Gil Nadeau, Richard Negro, Ken Restelli, James Tufts

Absent:

Also Present: Town Manager: Robert Lee, Assistant Town Manager: Matt Daskal, Superintendent: Steven LePage, Assistant Superintendent: David Levenduski, Director of Business and Operations: Sam Adlerstein, Facilities Director: Steve Busel, IT Director: Kevin Ross, Town Council Liaison: Jesse Gnazzo, Colliers International Representatives: Jeff Gutsfeld, Mark Sklenka, Charles Warrington

Early Departure:

Call to Order:

The meeting was called to order at 6:00 pm by Chairman Mark Belanger.

Presentation: Colliers International 'Owner's Project Manager Services'

Robert Lee, Plainville Town Manager, introduced Jeff Gutsfeld, Mark Sklenka and Charles Warrington from Colliers International who gave an overview of their services.

What is an OPM?

An owner's project manager (OPM) is a member of the project team under contract with the Owner, responsible for providing management and oversight of capital projects (on behalf of the Owner) throughout the planning, design, construction, commissioning, occupancy, and closeout phases.

Some of the matters the 'OPM' will oversee are:

- Optimum use of available funds and maximization of reimbursement
- Due Diligence Management
- Grant Application filing
- Architect selection and contracting
- Oversight of the programming phase and development of the scope of the work
- Contractor selection and contracting
- Project schedule
- Project Budget Management
- Delay avoidance through effective management of changes during construction and effective dispute resolution
- Payment and reimbursement procedures

OPM's are not designers or builders but they come from a background in architecture or construction to help guide clients through the phases of a building project.

In any project there are Budget Blocks; Building Construction Costs, Site Costs Escalation, the FF&E, Fees and Expenses and Contingency. The OPM is responsible for everything on your behalf. They make sure all budgetary blocks are met to the Owner's satisfaction. The OPM's job is to make sure the budget is managed effectively and properly and the project does not go over budget and is completed on time. At this time, Connecticut doesn't require OPM services on their projects but many municipalities are now hiring OPM's professional management team to oversee their project.

The OPM will facilitate meetings with the State of Connecticut, Manage the Pre-Referendum Process, complete enrollment projections and education specifications. They can also manage the selection of architects, construction managers and all consultants, review all invoices and requisitions, design review and savings due to fewer change orders, ensure the highest quality of construction is installed (services during construction), ensure the project is completed on time and under budget and maximize state reimbursement.

What are the costs for using an OPM? They stated that the cost is generally less than 1% of the total project budget and the service is reimbursed by the State of Connecticut.

Mr. Lee feels it is important for the CPBC to have a conversation to consider an OPM for Pre-Referendum costs and make that decision first. It seems there certainly are advantages to doing that especially if they decide they want to use them throughout the entire project and get them in on the ground floor. Mr. Lee feels that the Town does need assistance at the State level as it relates to reimbursement especially since the building is larger then the current student enrollment requires. He asked Steve LePage to check with surrounding school district Superintendents regarding the use of an OPM on their project.

Mr. Belanger thanked the representatives from Colliers International for their excellent presentation and he will set a date for another meeting with the Committee for discussion.

The Virtual Zoom meeting ended at 6:55 PM.

Respectfully Submitted,

Tina Gryguc

Tina Gryguc
Recording Secretary



Town of Plainville – Middle School Project- Renovation Like New

Owner's Project Management Services

February 22, 2021

Prepared by: Colliers Project Leaders

Accelerating success.





Services

What is an OPM?

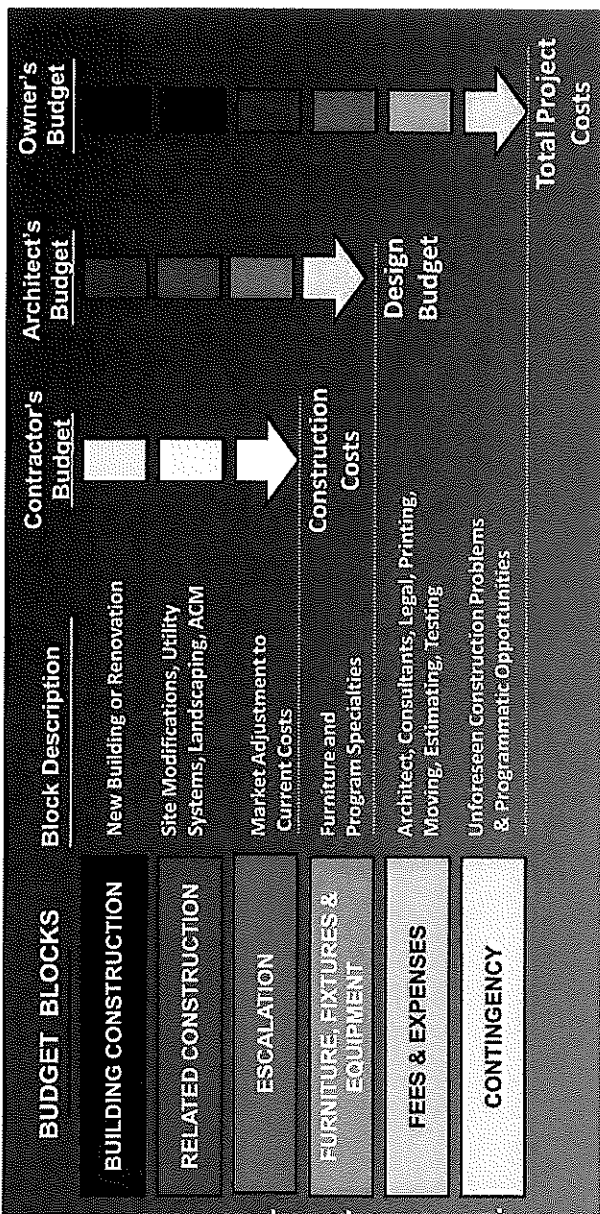
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Critical matters your OPM oversees

- Optimum use of available funds & maximization of reimbursement
- Due Diligence Management
- Grant Application filing
- Architect selection and contracting
- Oversight of the programming phase and development of the scope of the work
- Contractor selection and contracting
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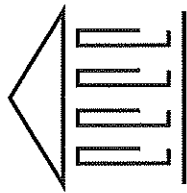


Services Responsibilities of Owner, Architect, CM

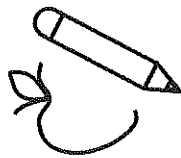


Services

Who is Using an OPM?



400+ EDUCATION
PROJECTS



100+ PUBLIC K-12
SCHOOL PROJECTS



- Branford – Francis Walsh Intermediate School
- Cheshire – All Schools
- East Hampton – High School
- Fairfield – Elementary School Program
- Mansfield – Elementary School
- New Fairfield – High School and Meeting House Hill School
- Newington – Anna Reynolds School
- New London – Bennie Dover Jackson Middle School
- North Haven – Middle School
- Southington – Elementary School Program
- Rocky Hill – Intermediate School & BOE On-Call
- Regional School District 14 – Nonnewaug High School
- South Windsor – Elementary School Program
- Stonington – Elementary School Program
- Wethersfield – Elementary School Program
- Windham – High School

Experience

Our Work in Stonington



Hired initially for architect and CM selection

- Successfully negotiated agreements with architect and CM
- Successfully secured the "not-withstanding" legislation
- And in the process....

Cost Savings Measures	\$ Saved
Schedule Compression	\$2.3 Million
PLA Awareness	\$5.0 Million
Middle School Roof Oversight	\$100,000
"Construction Costs" vs "Project Costs" in CM RFP	\$330,000

AND... Recently saved the Town of Mansfield \$1.3 Million

Experience Why are they using an OPM?



PROJECT FINANCIAL MANAGEMENT

- › Review all Contracts, Invoices & Change Orders
- › Anticipate Potential Cost Exposures
- › Provide Monthly Financial Reports

QUALITY ASSURANCE

- › Review of Design Documents prior to Bidding
- › Construction Observation
- › Commissioning Coordination & Oversight



SCHEDULE MANAGEMENT

- › Maintain Overall Project Schedule
- › Critique Contractor Schedules
- › Weekly Progress & Schedule Checks



What are the costs for using an OPM?

- Generally less than 1% of the Total Project Budget
- Architect is 6-9% of Construction Costs
- Construction Manager is 10-12% of Construction Costs
- Level of Service can dictate the fee
- Savings from Service, typically surpass the fee
- Service is Reimbursed by the State

Town of Stonington	>	\$560,000 (2 Projects)
West Vine Elementary School	>	\$69 Million TPB
Deans Mill Elementary School	>	<1%
Rocky Hill School District	>	\$420,000
New Intermediate School	>	\$48 million TPB
	>	<1%
Town of Fairfield	>	\$480,000
Holland Hill Elementary School	>	\$16 Million TPB
	>	3%
East Hampton Public Schools	>	\$489,000 (Construction Only)
High School	>	\$51 Million TPB
	>	<1%
Town of North Haven	>	\$472,000 (Construction Only)
Middle School	>	\$69 Million TPB
	>	<1%
Regional School District #14	>	\$795,000
Nonnewaug High School	>	\$63 Million TPB
	>	1%
Town of Branford	>	\$629,000
Walsh Intermediate School	>	\$88 Million TPB
	>	<1%

- Collect Data
- Facilitate meetings with the State of CT (OSCG&R)
- Manage Pre-Referendum Process
 - Enrollment Projections & Ed Spec's
 - Due Diligence
 - Conditions Assessment
 - Option Development

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 Mount St. Michaels
 Mount Carmel, CA 95058

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Colliers
 International

New London Public Schools

Bennie Dover Jackson Middle School

State Project D95-0071 MAG/A
OSCS&R Prep Meeting Agenda
May 15, 2019

1. **Introduction of Project Team (see SCC-3000)**
 - a. City of New London
 - b. New London Public Schools
 - c. Colliers International (CMI)
 - d. Perkins Eastman Architects
 - e. O&G Industries (OMI)
2. **Review of Project History**
 - a. Grant Application originally submitted June, 2015
 - b. Application resubmitted June 2016
 - c. Project on 2017 Priority List
 - d. Grant Commitment provided October 31, 2017
 - e. Colliers Contacted October 2018
 - f. Perkins Eastman Contacted April 2019
 - g. O&G Selected April 2019 (Contract Negotiations pending)
3. **Review of ED049 & Project Budget**
 - a. Review project budget and cost/sq ft versus building footprint
 - b. Discussion of Magnat status vs ineligible costs
4. **Review of Current Macro-Schedule/Deadlines**
 - a. Design Start in April 2019
 - b. Design Completion October 2020
 - c. Bids and GMP Nov 2020 through Jan 2021
 - d. Construction Start Feb 2021
 - e. 2-year Deadline October 31, 2019
5. **Space Standard Discussion**
6. **Board of Education Building – Swing Space and Demo**

 Colliers International | New London Bennie Dover Jackson MS

STATE OF CONNECTICUT
 Department of Transportation
 Bureau of Highway Construction
 155 Capitol Avenue
 Hartford, Connecticut 06106-1021

Form 1000-001
 Project Name: South Windsor
 Project Number: 132-0443
 Payment Request Number: 1
 Date Adopted: 3/27/19
 Payment Request For: 6/2019

ELIGIBLE COSTS

1. Architectural Design
 2. Site Acquisition
 3. Preliminary Plans
 4. Other Professional Fees
 5. Construction (Full Charges)
 6. Construction (Partial Charges)
 7. Subcontractor Fees
 8. Equipment/Tools
 9. Roadway Materials
 10. Other Materials
 11. Other Construction Costs
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New London Public Schools
Bennie Dover Jackson Middle School
 State Project 095-0091 MAG/A
 OSCGAR Prep Meeting Agenda
 May 15, 2019

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 - a. City of New London
 - b. New London Public Schools
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- 3. Review of EOP&R & Project Budget**
 - a. Review school budget and cost of building footprint
 - b. Discussion of Magnet status vs ineligible costs
- 4. Review of Current Macro-Schedule/Deadlines**
 - a. Design Start in April 2019
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- 5. Space Standard Discussion**
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Colliers International | New London Bennie Dover Jackson MS

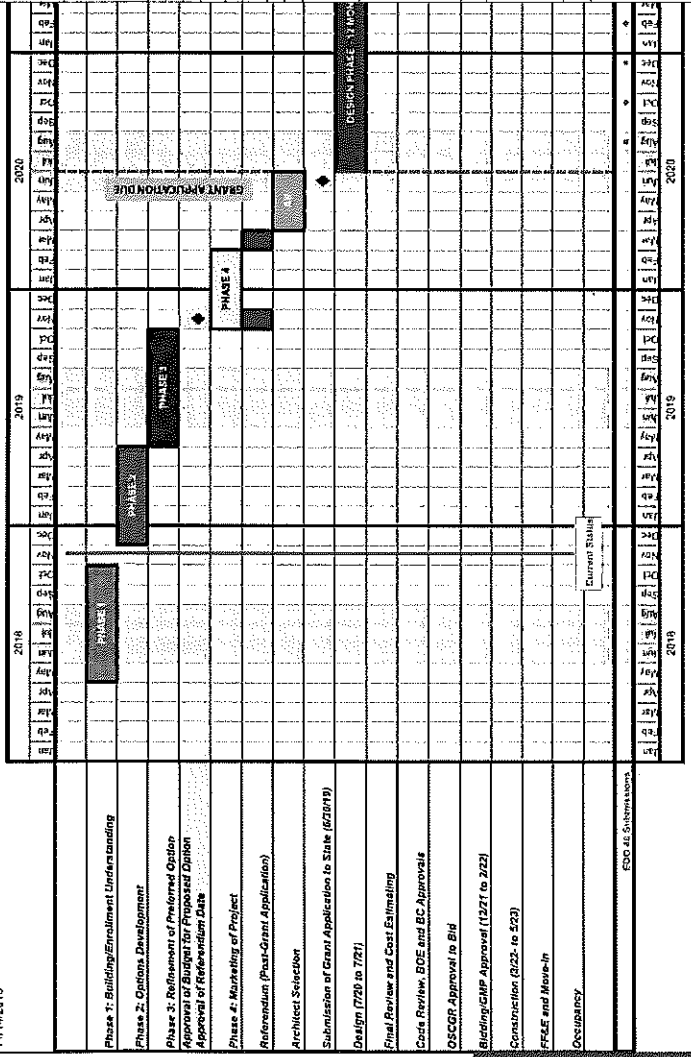
Services What Can an OPM Do for Plainville?

- Manage the selection of Architect, CM, and all consultants
- Review all invoices and requisitions
- Design Review and savings due to fewer change orders
- Change Order Review and Evaluation
- Ensure the highest quality of construction is installed (services during construction)
- Ensure the project is completed on time & under budget
- **Maximize State Reimbursement**

Services

Managing the Process

Wethersfield Public Schools
Elementary School Program
PROJECT SCHEDULE (NOT PROJECT SPECIFIC)
11/17/2016



Town of Newington
Anna Reynolds Elementary School
Date: 2/9/2021

Working Group/PBC Meeting
Major Milestone
BOE/Town Council Meeting

Grant Application Phase		April 6, 2020 to June 26, 2020		Comments
1	NEDEC to Update Enrollment Projections	Friday, April 13, 2020		Initiate this effort immediately if not done already
2	Town Council Meeting	Tuesday, April 7, 2020		
3	Attend Committee to Owner's Representative	Wednesday, April 8, 2020		
4	Board of Education Meeting	Wednesday, April 8, 2020		
5	Ad Hoc Meeting with Working Group Meeting	Thursday, April 9, 2020		Solution of Duane's Rep
6	Ad Hoc Meeting with Working Group Meeting	Friday, April 10, 2020		Review in detail project schedule and milestones
7	Initial Conditions Assessment of School	Tuesday, April 14, 2020		Process for start of building building
8	Start development of individual plans	Wednesday, April 15, 2020		Update on 4/13/2020 (input from owner's team)
9	Completion of Conditions Assessment	Thursday, April 16, 2020		
10	Working Group Meeting	Monday, April 20, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
11	Board of Education Meeting	Wednesday, April 22, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
12	Updated Enrollment Projections Due (COMPLETE)	Friday, April 24, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
13	Working Group Meeting	Monday, April 27, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
14	Town Council Meeting	Tuesday, April 28, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
15	Working Group Meeting	Monday, May 4, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
16	Working Group Meeting	Thursday, May 7, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
17	Working Group Meeting	Monday, May 11, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
18	Working Group Meeting	Tuesday, May 12, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
19	Board of Education Regular Meeting	Wednesday, May 13, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
20	Working Group Meeting	Thursday, May 14, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
21	Working Group Meeting	Friday, May 15, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
22	Working Group Meeting	Saturday, May 16, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
23	Working Group Meeting	Sunday, May 17, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
24	Working Group Meeting	Monday, May 18, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
25	Working Group Meeting	Tuesday, May 19, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
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31	Working Group Meeting	Monday, May 25, 2020		Update on Collins evaluation of existing conditions. Is this facility a good candidate for Renovation Like New?
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Recommended

State of CT Guidelines for New Projects

Each such listing shall include a report on the following factors for each eligible project:

- An enrollment projection and the capacity of the school
- A substantiation of the estimated total project costs
- The readiness of such eligible project to begin construction
- Efforts made by the local or regional board of education to redistrict, reconfigure, merge or close schools under the jurisdiction of such board prior to submitting an application under this section
- Efforts made by such board to collaborate with other boards of education to reduce under enrollment in the schools under the jurisdiction of such board
- Enrollment and capacity information for all of the schools under the jurisdiction of such board for the five years prior to application for a school building project grant
- Estimate enrollment and capacity information for all of the schools under the jurisdiction of such board for the eight years following such application is submitted
- The State's education priorities relating to reducing racial and economic isolation for the school district



Questions & Answers