

Greenwich Board of Education Minutes of the GHS Front Entry Committee Meeting

DATE: June 8, 2022

LOCATION: Virtual via Google Meet

TIME: 8:00 am

Committee Members Present:

Stephen Walko - Chairman

Jake Allen- Vice Chairman

Ashley Cole

Louis Contadino

Stephanie Cowie

Megan Galleta

Leslie Moriarty (BET)

Ex-Officio Members Present:

Craig Amundson (RTM)

Ralph Mayo (GHS Principal)

Steven Swidler (BOE Staff)

Tom Bobkowski (BOE - Central Office)

Dennis Yeskey (P&Z)

Dan Watson (BOE- Central Office)

Will Schwartz (DPW)

Others Present:

David Stein (Silver Petrucelli)

Chris Cykley (CSG)

Annelise Hanshaw (Greenwich Time Reporter)

Not Present:

Lauren Rabin (Board of Selectmen)

Christina Downey (BOE)

Maureen Bonanno-Secretary

- **Call to Order:** Meeting was called to order by Mr. Walko at 8:00 a.m.
- **Project Update:**
 - Mr. Walko opened the meeting with an update on the state reimbursement process. He noted that we do not have state approval, but it is close; there were 2 pieces that the state came back to us with, one was the town's response regarding the request on ADA compliance for all of the schools, of which here are 4 schools in the district that don't meet ADA standards. Mr. Walko believes this request has been resolved, and the form SCG042, which needs to be reviewed and signed off by multiple town departments including the Building Department and the Fire Marshall. Mr. Stein confirmed that this was completed yesterday

without any caveats. He added that the form now needs some additional signatures which should be completed today. Mr. Walko stated that the completed, signed form and the RFP should then go out Friday.

- Mr. Walko stated that at the last meeting, we approved the RFP subject to review by members of the committee.
- Mr. Stein stated that once we have the letter to bid from the state, then 24 hours later the bid can go out, so they will inform BOE Purchasing on the timing. Mr. Stein added that related to the bid form and the conversation related to the Schedule of Values, that the bid form has not yet been modified, but if the committee is interested in doing this, it can be done as an official bid addendum. Mr. Stein noted that this should not delay the bid process and it could be issued at the time of the bid walk through.
- Mr. Allen noted that if in asking for this modification, it will limit the number of contractors submitting bids, then it's not necessary at this time, however, we should know the Schedule of Values once we start the project. Mr. Stein responded that once they are given their notice of award, one of the first requirements is to submit a Schedule of Values.
- Ms. Moriarty asked if we could request a Schedule of Values now since it is important information and would help us compare the bids and if we get a lot of feedback that it is an impediment to the process, then we can retract the request. Mr. Stein responded that in their experience, they do not receive bids when there is a request upfront for a Schedule of Values and that contractors prefer to just give a lump sum bid. Mr. Stein added that these types of projects are usually lump sum bid projects. Mr. Stein also added that an itemized Schedule of Values would be helpful but the itemized items can be reviewed at the scope review and Mr. Cykley agreed. Mr. Allen stated that he is comfortable as long as there is an opportunity at the time of the Scope Review.
- Ms. Moriarty noted that there are blanks in the GC RFP for where the dates should be and Mr. Cykley noted that those will be filled in.
- Mr. Walko stated that assuming the state approves as discussed, there would be 30 days at a minimum for the bid process so that puts us on July 10th and the committee can meet on July 13th and we would get a good idea of where our costs are.
- Mr. Walko noted that for the GC we need to take the lowest qualified bidder and for the Owners Rep, that is on a per hour basis.
- Mr. Allen asked if we could meet with the lowest GP's and Mr. Stein responded that we can meet with the three lowest GC's during the Scope Review. Mr. Walko suggested that the entire committee would not do the Scope Review and that we would have a smaller group meet for that process.
- Mr. Allen asked if there was a form to be tailored to the project to assist with the Scope Review and Mr. Stein responded that they could do that.
- Mr. Walko asked what the timing would be to award the contract and Mr. Stein responded that it could be 2 weeks after opening, depending how quickly the contract piece is signed by all parties, getting insurance certificates in line and

making sure their performance bonds are signed and submitted. Mr. Walko will follow up on the form of contract with the town attorney's office.

- Ms. Moriarty asked if the contract was attached to the RFP and Mr. Stein responded that the Owner Contractor Agreement and the General Conditions are part of the bid.
- Ms. Moriarty also noted that as we get the bids come in there will be a decision to make regarding the approved budget and whether there is sufficient contingency. Mr. Walko noted that once we start getting the bids in we should know generally where the range is.
- Mr. Contadino asked if there was a sense of where the contractors are regarding interest in the project and Mr. Stein responded that he did not yet have a sense.
- Ms. Cole asked if we could look at all of the bids extensively and Mr. Walko responded that it is qualified lowest bidder for the GC and the details will be in the Scope Review.
- Mr. Stein responded that the contractors need to supply a performance bond for the entire work which would provide some level of protection.
- **Timing and Additional Discussion:**
 - Ms. Cowie asked what timing would be for beginning construction and Mr. Walko responded that there will be much more information at the next meeting so make a determination on the timeline.
 - Ms. Cowie also noted that the PTA has approved \$30,000 in their 2022-2023 budget for landscaping, hardscape only, for the project. Mr. Walko asked if any approval is needed and Ms. Cowie responded that further approval is not needed since the PTA is a district approved entity and she added that there will be a separate account set up so that further donations can be made to the project.

- **Approval of Minutes:**

Motion was made by Jake Allen and seconded by Leslie Moriarty to approve the minutes of the May 18th, 2022 meeting. The motion was approved.

The Motion Passed 6-0-0

- **Next Meeting:**
 - The committee will tentatively meet next on July 13th.
- **Adjourn:**
 - The meeting was adjourned by Mr. Walko at 8:40 am.

Submitted by Maureen Bonanno on July 5th, 2022