

SUBJECT TO APPROVAL

MEETING DATE: MONDAY, FEBRUARY 25, 2016
7:30 A.M.

MEETING PLACE: JAMES MADISON ROOM (ROOM A) - TOWN CAMPUS

Ad-Hoc Academy Elementary School Architectural Services Contract Negotiation Committee Meeting Minutes

Mr. Williams called the meeting to order at 7:37 am.

In Attendance:

Members: Eric Dilner, Stephen Dowler, Al Goldberg, Bill Freeman, Matt Williams and Bruce Wilson

Representative from Centerbrook Architects & Planners: Ted Tolis, Brian Adams

Town Liaison: Mike Ott

Public: Joan Walker

There was no public comment.

Mr. Ott explained that there was a long discussion at the last meeting of the committee on process and timing.

Mr. Tolis gave the committee a schedule for review that had seven major steps – Preliminary and Conceptual Design, Programing and Conceptual Design, Schematic Design, Design Development, Construction Documents, Bidding and Negotiation, construction Administration and Building Occupancy, with a start date of 4/1/16 and an end date of 5/1/18. This will allow for contract negotiation in the month of March. It was explained that the way the RFQ was structured would enable discussion and changes to future steps at or near the end of the prior step.

Mr. Tolis noted that ten other consultants, working as subcontractors to Centerbrook, will be working on the project in conjunction with Centerbrook. Fuss & O’Niell has been directly hired by the Town of Madison as the Environmental Consultant.

Mr. Tolis and Mr. Adams then walked the committee through the components of each major step through step 3. Discussions ensued between Mr. Dowler, Mr. Williams, Mr. Dilner, Mr. Tolis and Mr. Ott on various components including clarification on use of a 3D model, investigation of the water pressure and waste water system as unknowns, mechanical review, codes for occupancy based on a commercial building open to the public. The first stage will also take into consideration the ultimate goal of establishing the building as a cultural arts center. Mr. Adams noted that nothing which is being done in the first step will make the future steps more difficult.

Mr. Freeman brought up the point of energy efficiencies in the design. It was noted that Kohler Ronan Engineering would cover an energy audit. Mr. Williams noted that energy codes are pretty stringent and there will not be a lot of leeway in following them. A discussion ensued among all members of the meeting on various energy topics.

Mr. Goldberg noted that Life Cycle costing of the municipal building should be taken in to consideration in this project.

This led to the discussion on overall cost of the project and fulfillment of the RFQ – specifically the seven major steps. The committee requested that Centerbrook give a break down by major step for cost analysis. Anything that may be a fuzzy vs. bright line (per the last meeting’s definition) will be foot noted in any final document. Mr. Tolis noted that while there could be a rough idea on the first step, Overall design costs are usually a percentage of the estimated project cost. This is standard practice for this type of project.

Mr. Ott noted that as a public building, getting the right level of detail for cost assessment of the renovation is critical. He also noted and Mr. Tolis and Mr. Adams agreed that the level of detail that will be obtained through step one and then through step three will be significantly different then prior analysis of the building. That analysis has very limited scope and was specific to a re-use as a school. The detail generated for schematics will bring an estimate of cost that will be required for contract negotiation, public hearings, public meetings and public votes. It will be money well spent as long as whoever is doing their portion of the analysis is mindful of the future use of the building as a cultural arts center and is footnoted as such.

Mr. Wilson agreed that the dollars spent now will be well spent. One of the deliverables for Centerbrook should be the value of the work being done to the Town to all public officials to inform the public for the dollars that are being requested.

Mr. Williams noted that the work being done is cumulative. Mr. Dowler noted that a true baseline is needed.

Mr. Williams requested that all members of the committee review the document with an eye on questions and suggestions for the steps and components. He requested that Centerbrook bring the contract outline with a cost schedule by step.

It was decided that the name of the project should be the Cultural Arts Center. A discussion on possible timing for public hearings, land use approvals and other non-design steps were discussed. The possibility of grants for a portion of the design and project was touched upon briefly.

Mr. Wilson made a motion to approve the minutes to the 2/19/2016 meeting, Mr. Dowler seconded the motion. The vote was unanimous to approve.

Mr. Freeman moved to adjourn the meeting. Mr. Dowler seconded the motion. All approved and the meeting was adjourned at 9:05 am.