

Seymour High School Athletic Field Committee
Seymour Middle School – Media Center
12/4/2014
7:00 PM

Members Present: Paul Sponheimer, Sean Walsh, Ed Strumello, Jay Hatfield, Bill Paecht, Nicole Klarides-Ditria, Theresa Conroy

Members Absent: Tim Sadick

Others Present: First Selectman Kurt Miller, Jim Galligan, Donald Smith, Rick Belden

Meeting was called to order at 7:00pm by Chairperson Nicole Klarides-Ditria.

Pledge of Allegiance

Public Comment:

None

Discussion and Possible Action Regarding RFQ For Engineering Services:

Kurt Miller was asked by Nicole to speak to the committee about the RFQ process for engineering services. He distributed a draft RFQ package.

Paul Sponheimer asked if parties would be able to bid on parts of the engineering services or all. Kurt responded that it would be for all services, but reminded everyone that the RFQ was for engineering services only.

Kurt clarified that the amount of the DEEP grant is \$1.895 million.

Theresa Conroy asked whether there would be penalties if there are delays in the project and, if so, would that go into contract now or down the road. Kurt responded that it would be down the road.

Discussion Regarding Potential Timeline:

Kurt relayed the plan for the overall schedule, which was in section 4, page 4 of the RFP draft.

Jay Hatfield mentioned that the Design Complete date within the RFQ is different than discussed at the previous meeting. He asked how long should it take. Kurt said two months, but we would need to confirm with the engineers.

Sean asked if timing and how long they would take to complete the project can be brought up with the engineers that would submit their quotes. Kurt said the committee should ask in the firm interviews.

Nicole mentioned that she spoke to the high school's athletic director and we can tell him if we would need to move any spring sports.

Bill Paecht mentioned that we can ask other towns for help if we need high school teams to play at other locations.

Ed Strumello mentioned that if construction goes through June, we would need to move the high school graduation.

Kurt stated that the engineer will help to clarify the timeline.

Bill Paecht mentioned that there are extra bleachers available for graduation if necessary.

Paul Sponheimer mentioned that the middle school could be used for graduation if plan was set far enough in advance.

Through the chair, Rick Belden suggested that firms may need to know the specific timing the committee may prefer for the project as it could affect their planning and pricing. He also suggested the committee build in opportunities for firms to do a site visit.

Jack Liedke asked if three and a half months for the design phase to be completed was reasonable. Jim Galligan answered that it was reasonable.

Based on the discussion, the committee spoke about possible revisions to certain Project Schedule dates and descriptions in section 4.

Bill Paecht made a motion to amend the project schedule within the RFQ and state the project schedule as follows:

- Advertise for A/E qualifications (12/9/14)
- Receive A/E qualifications (NO FEE PROPOSALS) (12/23/14) by 5pm
- Establish short list of not more than three (3) A/E firms (1/8/15)
- Receive detailed A/E proposal (including fees) (1/22/15)
- A/E Interviews & Selection (1/29/15)
- Sign Contracts, authorize A/E to proceed (2/19/15)
- Design Complete (6/1/15)
- Bidding and Award (6/1-7/15)
- Sign Construction Contracts, Start Construction (8/1/15)
- Complete Construction (12/1/15)

Paul Sponheimer seconded the motion. Motion passed 8-0-0.

Kurt mentioned items #7 and #8 are standard language and that the language within the third bullet item in section #7A does not need the phrase "excluding topographic surveys". He also mentioned that he will get the AIA Document number in section 8.

Ed Strumello made a motion to incorporate these changes into the RFQ. Jay Hatfield seconded. Motion passed 8-0.

Discussion and Possible Action Regarding 2015 Meeting Dates:

The meeting schedule for 2015 was distributed. Kurt mentioned that 1/29/15 needs to be added to the schedule. Ed Strumello made motion to accept 2015 schedule as revised for addition of the 1/29/15 meeting. Jay Hatfield seconded the motion. Motion passed 8-0.

Committee Member Comments:

Sean expressed concern about the track and the possibility that it may be damaged during the project work. He asked if the committee can go back to the state to add the track to the scope. Rick Belden, through the chair, replied that the short answer is yes and that it would be possible. Sean also suggested that the committee look into the possibility of moving certain areas used for track activities from the turf field to other areas on the premises, if the funds were available and feasible.

Paul Sponheimer asked if press box would need a lift. Rick Belden mentioned that from previous audits by the state, accessibility to the press box should likely be included and that the state would not look favorably if press box is not ADA compliant. He also mentioned that area in front of the snack area will need paving.

Jay asked about what reimbursable costs were as stated in section #7A. Kurt mentioned that is typically costs for copies and mailings.

Nicole thanked everyone for attending.

Jay made a motion to adjourn the meeting. Bill seconded the motion. Motion passes 8-0.

Meeting adjourned at 8:14pm.

Respectfully submitted,

Jack Liedke
Committee Secretary