

Pre-K Through 5 And Eagle Academy School Pre-Referendum Building Committee
Meeting Minutes
May 21, 2025

The Pre-K And Eagle Academy School Pre-Referendum Building Committee held a meeting on May 21, 2025 at Enfield Town Hall, 820 Enfield Street, Enfield, CT.

1. **CALL TO ORDER** The meeting was called to order at 6:27 PM by Randy Daigle

2. **ROLL CALL**

MEMBERS PRESENT

Randy Daigle, Christine DeBonee, Janet Cushman, John Dague, Steven Moccio, Charlotte Riley

MEMBERS ABSENT

Lauren Andrews, Gina Cekala, Bob Cressotti, Kate Flanagan, Tina LeBlanc, Jim Nasuta, Amanda Pickett, Jeff Rousseau

3. **APPROVAL OF MINUTES**

None

4. **DISCUSSION OF SUBMITTALS**

Randy states we received 5 submittals and 2 were rejected because they were submitted beyond the deadline date. We will be reviewing 3 and make a recommendation to go to the next step which would be inviting the firms to come in and talk. We will ask a series of questions to get a comfort level with them. At that point we will make a recommendation to council to award. The three firms we will be reviewing are Amenta/Emma, JCJ Architects and Tecton Architects. I have dealt with all of these firms and they are all really good firms. We asked them to submit a Quality Selection booklet. We didn't give them the parameters because there is a lot we will be reviewing them on. They all do this and didn't have a lot of questions. We asked for a fee proposal which is public record and they all knew the dollar amount. The fee proposal is what we were authorized and that was \$200,000.00 for this first phase, hiring an architect for the pre-referendum and to assist us to bring it to a pre-ref. We gave them a date of June, 2026. It could be sooner if we can get everything in line. They all submitted a fee proposal. Two of them were under the \$200,000.00 and 1 firm was over. Their estimating department included a lot of add-services that they projected we would need, which we know we are going to need. Unfortunately, they included it in their base price. That firm was Amenta/Emma. We could negotiate this part of it. We can review them and make a recommendation and the next step is to invite 2 or all 3 of them to come in. We have 9 copies and the town will print out a couple more if needed. I want to touch upon one of the things that I came up with and it's drafted from what I do at the State and it's a score sheet. We call it screening selection because the process is we screen them, do a walk through and then they come in and do a full presentation. We then grade them and do the scope weeding. This process usually takes 3 months or so. We don't have that time so we will screen them and then make a recommendation. We have to follow certain procedures and regulations to get the reimbursement from the State. We have to short list and make a recommendation. When you read through these, please make notes. At the next meeting we will score them. Right now we are going to review them. When you score

them you have to give them a full letter grade of A, B, C, D. There is no +/- . There are 5 categories I put out. They are:

-Proposed Team Experience with Projects of Similar Size and Scope, Has Done A Lot of Pre-Referendum Work

We want a firm that has done this before. Not a firm that has always wanted to do this. The logistics of this is probably one of the hardest I have ever done as far as logistics. We have to figure out which one we are closing, which one we are renovating as new, we have to build something new, or renovate as new to get a swing space, we may have to purchase property. There are a lot of balls being juggled at this phase. Has to be able to talk to the end user, be able to talk at public forums and do presentation boards for us. They have to know how to do Ed-Specs. When they do meetings with teachers, they have to understand there will be a lot of golden eggs asked. Some of them we can do and some we can't. We do keep them on the side because once the project is under construction and we've met our minimum then we start pulling in these other requests. John Dague will be giving us the big picture of what they want. Some of it is program related, some of it is function. These firms are all experienced. It is a lot different than doing a high school and a lot different than doing a middle school or elementary school. We are lucky that 3 of these firms have done this before and understand the philosophy of that age group. Right now it is \$200,000.00, but we will go for more money because there are different things that have to get done in order to bring it to pre-ref, there is environmental, there's phase one, there geo-tech if we have a site that we are working on, we have to know the soil and can we put a building or addition on it. There is a lot of steps. There is going to be at least 4 different visits to council asking for money.

-Proposed Team Experience with Pre Referendum Phase and Pre Referendum Support

The support on this is important to educate the town taxpayers. This affects everybody, not just financially, it's construction wise. It will affect your siblings, your grandkids, your future. This will be the biggest education project in this town.

-Proposed Team Experience with School Facilities Studies and Masterplans

When we go to the State, we have to get approval on the floor plans and meet requirements. We can't design a luxury classroom that's 600 square feet, it is based on what the state will reimburse. For the auditorium and gymnasium they will pay 80%. The firm needs to be educated on reimbursement rates. The reimbursement rate at the State will be changing in the next couple of years. A lot of them have specialists in their proposal that do that, which is good.

-Proposed Team Approach to Work Required

They need to know and understand that they need to talk to the end users. Architects think they know a lot but the end user knows more.

-Proposed Team Organization of Sub-Consultants as Required

They all provide sub-consultants, geo-tech, air, mechanical, IT, electric. We go to the state for reimbursement. We need to have all these costs. Not only do they design pretty buildings, they need to work. They have to make sure the mechanical, electric and so on are functional. We need to have appropriate food service units and all the costs. We need a furniture consultant for desks, chairs. We need environmental consultant. Any renovation that we do that the state provides funding for has to be functional for 20 years. That's why it's renovate as new. The sub-consultants are very crucial.

That is the procedure for the next phase. Tonight we handed out their booklets. Everyone has it electronically. Any committee member who is not here I will make sure they get a copy. The town will print more, if needed. The next task for me, is I need to send out a notification of the short listed firms and when they need to be here. Now until then, review the booklets and come up with questions based on the criteria we are scoring them on then compare each firm. Then we will make a recommendation to the Town Council. These firms are all incredible firms. At this point, the crucial part of this is we don't know where our swing space will be. The first couple of months we may be meeting bi-weekly. Then we may need to meet weekly. Occasionally, there may be special meetings. That's where we are and where we're heading.

Randy states Amenta/Emma is the firm didn't do their fee proposal correctly. Their end total was \$521,000.00. They included all the add costs that are required. I don't know if we can negotiate them down over half. I will talk to John Wilcox to see if we can. I don't know if you had time to review but as far as qualifications are concerned my opinion about JCJ and Tecton, their pre-ref qualifications outweigh Amenta/Emma. Amenta/Emma can get a couple of these jobs once it's defined. They could be the architect for one of these. Each of these buildings we will required to go out for solicitation. We can't give it to one architect. We have to do this process for each building. JCJ and Tecton have incredible in-house pre-ref experience. That's what we're hiring now is for pre-ref, designing the buildings they can all do. We need someone to help us determine which direction we are going to go. One good thing about Tecton is that they included an Education Expert, Chris Cykley who worked with us at EHS and JFK. He was part owner of CSG who was our Owners Rep and Construction Manager. He has parted with CSG and started his own business. He is very knowledgeable about Enfield Schools. He was also hired by the town on several roof projects and has been on-call. Both firms have incredible structural and mechanical engineers.

JCJ's booklet shows their team and sub-consultants which are in-house and sub-consultants they are using. It touched upon all of them, CSG, consultant engineers, mechanical, electrical, fire protection engineers, security, engineering and modeling, structural engineers, site, civil, traffic, landscape architect, environmental and land surveying, food service. Everything we put in these buildings we need costs for to go to the State. They have an in-house interior design team. There is a team for planning of school demographics. There are cost estimators. There are resumes for individuals on the team which covers past experience, many with years at JCJ. Many of the subs have work with this team. JCJ has previously worked with the Town to do the schools and most recently JFK. If you go through their project experience and scope, it's there. JCJ submitted their fee proposal separately, they gave a lump sum of \$190,000.00. They itemized additional add services they recommend that have to be done for each of the schools. They have Phase 1 environmental which is doing environmental studies and tests inside each of the buildings. They would determine if there is lead, PCB's, asbestos or anything chemical or environmental wise. They go outside the building to check caulking on the windows to see if it contains toxins. This was an issue at JFK. They would do site surveys to add on to the building. Traffic studies around the school bus loop and parking and around town if we add students. Geo-tech testing, we found an old oil tank at EHS the size of a bus buried in the ground that was signed off as being removed. Renderings, Ed Specs, and Enrollment projection study for district are mentioned.

Steve asks if we have to get an overall district enrollment projection?

Randy states it depends on the Ed spec requirements.

Techton booklet is reviewed. Randy states it is a very good firm with a great history with this type of project. They have masterplan experience, K-12 experience. Their project team shown in booklet. Their executive principal is hands-on. Project manager is very thorough. Community engagement division is shown. There are 3+ individuals allocated, but more on the team. They have licensed building officials, graphic designer for the pre-ref. Sub consultants are mentioned. Using Gilbane, which was the CMR at EHS and JFK. Construction consultants for pre-ref support. Environmental study group. Another strong team with their references. Each of the consultants has worked with these teams on a similar scope.

Amanda states these firms show relevant project experience with multiple buildings.

Randy continues if you go to chapter 3 you will see project experience. They have a tremendous amount like this. They meet with end users at meetings with charts and graphs, they do Q&A with the public. Between these two we can't lose. Techton mentions their approach to the project, and who they'd like to meet with. They have Office of School Grant experience, and have done Ed Specs.

Steve asks what is the feasibility study to 9 school, Is that when they added the gymnasiums?

Randy states yes.

Randy states their fee proposal is \$149,250.00. The booklet shows what their fees are covering. Both schools are where we need to be. Until we know what the add services cost is I can't go to Council.

Randy continues I believe Amenta/Emma can do it, they're better at designing than doing a building once we get out of this phase. Out of these two firms we can't lose.

Christine agrees.

Randy states I will notify them of the date and give them an agenda of what we are looking for and they can do a presentation. In the meantime, if you could come up with questions. At the State only voting members can ask questions. Since we are not the state, anyone who we invite can ask questions. Liaisons can talk to voting members but cannot vote. Once we get this done we will have John do a presentation with the architect.

John asks when we do this session can I take pictures to show examples? Such as outdoor seating area?

Steve said we'd love an outdoor learning space.

Randy states this is all public. You can take pictures and show your groups. We did outdoor seating areas at JFK, it opens the learning environment.

Charlotte asks about the rating sheet, do we do that when they come in at their presentation?

Randy states yes.

Charlotte asks are we legally obligated to ask each firm the same question? Any question we can't ask?

Randy states no.

Randy states we usually give each firm about an hour or an hour and a half each.

Steve states June 4th is EHS Awards and Scholarship night. Can we change the date?

Randy states the next meeting will be June 11, 2025 at Town Hall Council Chambers at 5:30 PM.

Motion to Adjourn by Christine DeBonee

Adjourned at 8:05 PM

Submitted by Ellen Smith