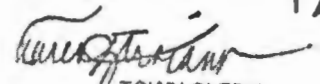


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TOWN CLERK

Town of Stafford
Board of Finance
Special Meeting In Person and Via Zoom
Warren Memorial Town Hall
Veteran's Room
April 4, 2022 6:30 PM

Zoom Meeting ID: 851 8526 8816

AGENDA:

1. Call to order
2. Establish a quorum
3. Approve minutes of March 23, 2022 Public Hearing and Special Meeting
4. Stafford Middle School Roof Replacement Project discussion and possible action (*see attached*)
5. FY 2022/2023 Budget discussion and possible action
6. Adjournment

Join Zoom Meeting

<https://us02web.zoom.us/j/85185268816?pwd=YzltaxlOWm9ZR0hrWU1qUTI5Wk5QQT09>

Password: 281652

Telephone:

+1 929 205 6099 or +1 301 715 8592

Webinar ID: 851 8526 8816

Password: 281652

Reroofing and Related Work
Stafford Middle School
21 Levinthal Run
Stafford Springs, CT
JH2148

PROJECT BUDGET COST ESTIMATE

March 8, 2022

	Ineligible	Eligible
Replace approximately 55,680 sq. ft. of existing roofing with a new 20 year EPDM roofing system	\$ 0.00	\$1,197,120.00
Removal and disposal of 55,680 sq. ft. of existing roofing	\$ 0.00	\$ 66,820.00
Upgrade from 20 year to 30 roof warranty	\$ 59,860.00	\$ 0.00
Replacement of 22 roof drains, incompatible with EPDM	\$ 0.00	\$ 24,200.00
Replace 2 stage smoke hatches	\$ 9,600.00	\$ 0.00
Replace 2 non OSHA compliant roof access hatch	\$ 0.00	\$ 7,200.00
108 lin. ft. of new OSHA perimeter safety guardrail	\$ 0.00	\$ 7,560.00
5,570 sq. ft. of masonry restoration	\$ 37,880.00	\$ 0.00
280 lin. ft. of masonry control joint caulking	\$ 2,800.00	\$ 0.00
410 lin. ft. of window frame caulking	\$ 4,100.00	\$ 0.00
Gas piping supports	\$ 0.00	\$ 4,800.00
Removal of abandoned roof top equipment (allowance)	\$ 3,000.00	\$ 0.00
ACM removal and disposal	\$ 0.00	\$ 6,880.00
State of CT educational permit fee	\$ 372.00	\$ 0.00
Construction Subtotal	\$117,612.00	\$1,314,580.00
Construction Total		\$1,432,192.00

continued:

**Reroofing and Related Work
 Stafford Middle School
 21 Levinthal Run
 Stafford Springs, CT
 JH2148**

PROJECT BUDGET COST ESTIMATE

March 8, 2022

	Ineligible	Eligible
Construction Subtotal	\$117,612.00	\$1,314,580.00
10% Construction and Owner's Contingency	\$143,219.00	\$ 0.00
Architectural / Engineering Fee	\$ 3,942.00	\$ 44,058.00
Industrial Hygienist Fee	\$ 0.00	\$ 3,500.00
Owner's Costs, printing, administrative, legal, etc.	<u>\$ 411.00</u>	<u>\$ 4,589.00</u>
Total Costs	\$265,184.00	\$1,366,727.00
Project Total (Ineligible and Eligible Costs)		\$1,631,911.00
Projected State Reimbursement of <u>Eligible Total Costs</u> at 71.07%		<u>(\$ 971,333.00)</u>
Cost to Town of Stafford	\$265,184.00	\$ 395,394.00
Total Cost to Town of Stafford		\$ 660,578.00

Note:

1. This estimate is based on 2022 construction costs. The above estimate should be escalated by approximately 5% for each year of deferral.
2. The above estimate does not include reroofing the existing standing seam copper roofs.
3. Financing costs are not included in this estimate.
4. The Architectural / Engineering Fee are for services provided by Jacunski Humes Architects, LLC.
5. The Industrial Hygienist Fee is an estimate only, and not a proposal for services by Jacunski Humes Architects, LLC.
6. The Projected State Reimbursement is based on the Connecticut Department of Education 2022 Reimbursement Percentage.

G:BUDGET01

**EDUCATIONAL SPECIFICATIONS FOR
STAFFORD MIDDLE SCHOOL ROOF REPLACEMENT
STAFFORD PUBLIC SCHOOLS**

1. **PROJECT RATIONALE**

Stafford Middle School is located at 21 Levinthal Run, Stafford, CT, 06076. The Stafford Middle School roof was installed in 1991. Funding for this project will be from the Town of Stafford General Fund. The Town of Stafford has appropriated funding for the roof replacement during the summer of 2022. Based on the roof's 30-year life span it must be replaced.

2. **LONG-RANGE PLAN**

The Building Services Department for the school district maintains a safe and appropriate learning environment. This project will replace the existing roof at the end of its life expectancy ensuring a safe and appropriate school environment and meeting CT regulations.

Stafford Public Schools plans to continue to utilize the Stafford Middle School in its current capacity, and with appropriate maintenance, as Stafford Middle School for at least the next twenty years.

3. **THE PROJECT**


Stafford Public Schools proposes the following components of its roof replacement project:

- Remove and dispose of the existing roof.
- Provide appropriate design and changes on all roof surfaces, flashings, details, drainage, equipment type/location.
- Provide all testing of hazardous materials, and roof test cuts and patching.
- Install a new roof system.
- Repoint and caulk existing ground faced concrete block as needed.
- Provide all required notifications to State of CT DEEP, and other authorities having jurisdiction.
- Provide all required documents, certificates and approvals relative to the roof replacement


Current space: Stafford Middle School includes the following instructional and support spaces: general classrooms grade 6 through 8, library/media center, computer labs, gymnasium with locker rooms, theater, shop, art room, special education classrooms, special education resource room, cafeteria, nurse's office, kitchen, conference rooms, school administration's offices, custodial services, storage and boiler room.

Construction: Roof replacement does affect these spaces directly.

Approved:



Board of Education Chairperson Signature



Approval Date

October 25, 2021

VIA EMAIL

Ms. Diane Peters
Business Manager
Stafford Public Schools
16 Levinthal Run
Stafford Springs, CT 06076

Re: Reroofing and Related Work
Stafford Middle School
21 Levinthal Run
Stafford Springs, CT

Dear Ms. Peters:

On the basis of my October 18th site review of the project scope with Jason Gerum, I am pleased to offer the following four (4) phased proposal for Architectural services for the Reroofing and Related Work of the above referenced facility.

Phase 1 - Schematic Design / Design Development

The Schematic Design / Design Development Phase will entail defining inadequacies and establishing particular needs to correct problems you are presently experiencing with the existing roofs and associated features at the Stafford Middle School. At the start of this phase I will conduct field reviews of all roof surfaces, flashings, details, drainage, equipment type/location, and architectural features that could affect the performance of any new roof design. At the end of this phase, we will have arrived at a design solution to correct existing deficiencies. Phase 1 services will also involve our assistance in the filing of the State Department of Education, School Construction Grants, reimbursement paperwork.

Phase 2 - Contract Documents

The Contract Documents Phase will involve the production of a set of documents suitable for obtaining competitive bids from Contractors invited through the public bidding process. These documents will consist of construction plans, details and book form specifications thoroughly depicting the materials and methods required to successfully complete the specified work. Later this set of documents will be used for construction and implementation of our design solution. The plans and details for this project will be prepared in AutoCAD®, Architectural Desktop 2020. The specifications will be prepared utilizing Microsoft® Word 2010 software.

Phase 3 - Bidding

The Bidding Phase will involve preparation of the Contract Documents for the competitive bidding process. We will arrange all bidding procedures; securing of State of Connecticut Wage Rates, bid advertising, printing and distribution of documents, pre-bid meeting, processing and distribution of addendum if required and review of bids received. Following the review process, we will help in the selection of the Contractor and assist in the preparation of a contract for construction for signing between Stafford Public Schools and selected Contractor.

Phase 4 - Construction

The Construction Phase will encompass our involvement in the administration of the Contract for Construction. This phase would commence with an on-site pre-construction conference to introduce all parties involved and establish a preliminary project schedule. The Contractor's requisitions for payment will also be processed through our office. The remainder of this phase will continue through shop drawing review, site Job Meetings with recording of minutes by our office, and close with a final review of the completed project.

Our fee for the above services will be lump sum broken down as follows:

Phase 1 - Schematic Design / Design Development	\$12,000.00
Phase 2 - Contract Documents	\$24,000.00
Phase 3 - Bidding	\$ 2,400.00
Phase 4 - Construction	<u>\$ 9,600.00</u>
Total Fee	\$48,000.00

Work not included in this proposal are services of an Industrial Hygienist, laboratory costs for testing of hazardous materials, and roof test cuts and patching. Costs of printing/copying and advertising of final Contract Documents are also excluded from this proposal. Printing costs of all preliminary phases of the project, travel expenses, postage and long distance communications are included in the Total Fee.

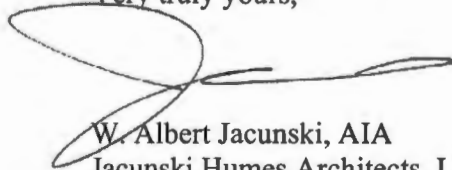
If additional services are required over and beyond this proposal, which could not have been foreseen at the time of this proposal, compensation will be an hourly rate based on the following hourly rate schedule:

Jacunski Humes Architects, LLC

see attached Schedule of Hourly Rates

It would be our pleasure to provide you with complete Architectural consulting services. I look forward to hearing from you, and thank you for this opportunity.

Very truly yours,



W. Albert Jacunski, AIA
Jacunski Humes Architects, LLC

Encl.: Jacunski Humes Architects, LLC, Schedule of Hourly Rates

C: Jason Gerum, w/ enc. (via email)

G:STAFFORD02

Schedule of Hourly Rates

July 2021

Jacunski Humes Architects, LLC

Principal Architect

W. Albert Jacunski, AIA	\$180.00/hour
Brian W. Humes, AIA	\$180.00/hour

Senior Project Architect

Mark Allen, AIA	\$160.00/hour
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Project Architect

Kevin W. Lipe, AIA	\$140.00/hour
Andrew G. Whitehouse	\$140.00/hour

Job Captain

Michael J. Rinaldi	\$120.00/hour
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Draftsperson

Benjamin F. Kelly	\$85.00/hour
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Clerical

\$60.00/hour

Intern

\$50.00/hour

Reimbursable Expenses (if applicable)

Mileage	\$0.56/mile
Consultant Services	cost + 15%
Reimbursable Expenses	cost + 10%

WAJJHOURLYRATE21

October 25, 2021

VIA EMAIL

Ms. Diane Peters
Business Manager
Stafford Public Schools
16 Levinthal Run
Stafford Springs, CT 06076

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Stafford Middle School
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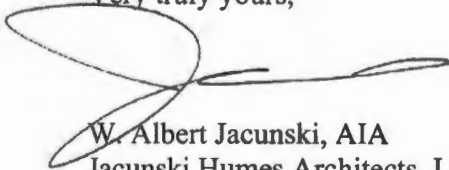
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Very truly yours,



W. Albert Jacunski, AIA
Jacunski Humes Architects, LLC

Encl.: Jacunski Humes Architects, LLC, Schedule of Hourly Rates

C: Jason Gerum, w/ enc. (via email)

G:STAFFORD02

Schedule of Hourly Rates

July 2021

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Brian W. Humes, AIA	\$180.00/hour

Senior Project Architect

Mark Allen, AIA	\$160.00/hour
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Project Architect

Kevin W. Lipe, AIA	\$140.00/hour
Andrew G. Whitehouse	\$140.00/hour

Job Captain

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Draftsperson

Benjamin F. Kelly	\$85.00/hour
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Clerical

\$60.00/hour

Intern

\$50.00/hour

Reimbursable Expenses (if applicable)

Mileage	\$0.56/mile
Consultant Services	cost + 15%
Reimbursable Expenses	cost + 10%

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