

PUBLIC SITE & BUILDING COMMISSION

Clifford J. Hurgin Municipal Center
1 School Street
Bethel, CT 06801

Regular Meeting Minutes - Amended

Wednesday, January 8, 2025

7:00 P.M.

Meeting Room B and via Google Meets

TOWN CLERK
BETHEL, CT.

2025 JAN 24 AM 9:14

RECEIVED

PRESENT: Nancy Ryan, David Resendes, and David Olson, attended in person, and Roy Steiner, and David Horvath attended remotely

ABSENT: John Perna and David Horvath

ALSO IN ATTENDANCE: Dr. Christine Carver, Jennifer Variale and Tyler Stevens, Board of Education, and Mark DuPre and GERALYN HOERAUF, STV

CALL TO ORDER AND PLEDGE OF ALLEGIANCE:

N. Ryan called the meeting to order at 7:04 p.m. and led the Commission in the Pledge of Allegiance.

PUBLIC INPUT: None

CORRESPONDENCE: None

APPROVAL OF MEETING MINUTES:

Regular Meeting Minutes of December 11, 2024:

N. Ryan made a motion, seconded by D. Olson, to approve the Regular Meeting Minutes of December 11, 2024, as submitted. Vote, All in Favor, Motion passed.

N. Ryan reported the Board of Selectmen met last night and appointed members to the Commission. David Resendes was appointed to fill the G. Roche vacancy. D. Olson was re-appointed.

OLD BUSINESS:

Police Station Training Range:

Project Update: N. Ryan reported CES performed the final commissioning of the range in December. The MAU is reportedly operating in unoccupied mode and Lt. Libertini is working with Action Target on the settings. N. Ryan, also, reported the Eversource incentives of approximately \$30,000.00 had not been received by the Town. They are working on submitting required documents to complete this process.

Budget Review: N. Ryan reported not much change in the budget.

Invoice Review and Approval:

N. Ryan made a motion, seconded by D. Olson, to approve CES Invoice #2023352.00.00-0000009, dated December 31, 2024, in the amount of \$2,800.00, for Commissioning from 11/24/24 to 12/28/24. Vote, All in Favor, Motion passed.

Rockwell & Johnson Schools:

Close-Out Update: None.

Budget Review: None.

Invoice Review and Approval:

N. Ryan made a motion, seconded by D. Olson, to approve STV Invoice #90032932, dated December 24, 2024, in the amount of \$1,001.00, for professional services rendered from August 24, 2024 to November 29, 2024. Vote, All in Favor, Motion passed.

BHS HVAC Upgrade:

Project Update: N. Ryan reported SavMor's contract is signed. Dr. Carver stated the kick-off meeting is scheduled for Tuesday, January 14th. G. Hoerauf reviewed the four proposals for Commissioning. All four proposals are qualified with varying degrees of experience on school projects and Connecticut based projects. The RFP analysis focused on price, project approach, experience and previous performance. The lowest bidder, FST, does not have any experience in Connecticut. This is a concern due to the Connecticut State requirements associated with this project. Of the four, SES and Colliers had the most experience with Connecticut school projects and in-depth response. SES's price includes two days for re-testing equipment if there are any failures during initial testing.

SES came in at \$28,000.00 with Colliers at \$48,000.00. STV recommends SES for the project.

N. Ryan made a motion, seconded by D. Olson, to approve and retain Sustainable Engineering Solutions, LLC (SES) for the Bethel High School HVAC Upgrade Project. Vote, All in Favor, Motion passed.

Budget: G. Hoerauf reviewed the budget and will be adding to Construction Administration Kohler Ronan's consulting fee to the budget. Dr. Carver explained the reasons for this addition. G. Hoerauf will also be adding the \$120,000.00 Alternate #2 – exhaust fan. The Commission determined the budget looks good, as presented. M. Dupre reviewed the invoice process and noted Rick will be replacing Michael Duane at the meetings.

Invoice Review and Approval:

N. Ryan made a motion, seconded by D. Olson, to approve STV Invoice #90032832, dated December 11, 2024, in the amount of \$3,311.00, for professional services rendered from November 2, 2024 to November 29, 2024. Vote, All in Favor, Motion passed.

N. Ryan made a motion, seconded by D. Olson, to approve Kohler Ronan, LLC Invoice #22021.02-18, dated November 30, 2024, in the amount of \$3,550.00, for professional services rendered through 11/30/24. Vote, All in Favor, Motion passed.

N. Ryan made a motion, seconded by D. Olson, to approve Kohler Ronan, LLC Invoice #22021.02-19, dated December 31, 2024, in the amount of \$3,662.50, for professional services rendered through 12/31/24. Vote, All in Favor, Motion passed.

Municipal Center Locker Room: N. Ryan reported meeting with Peter Eckert, Dan Carter and Rachael McGrath. Architect's Guild is willing to continue working with the Town to move the project forward.

ADJOURN:

D. Olson made a motion, seconded by N. Ryan, to adjourn the meeting at 8:00 p.m. Vote, All in Favor, Motion Approved Unanimously.

Respectfully submitted,



Kathy Galbis
Recording Secretary



December 20, 2024

Jennifer Variale
Director of Finance and Business Operations
Bethel Public Schools

Nancy Ryan
Chair
Town of Bethel
Public Site and Building Commission

**Bethel High School HVAC Mechanical Upgrades Project
Commissioning Agent Proposal Evaluation**

The Request For Proposals for Commissioning Agent issued by the Town November 14th, included the following criteria for the evaluation of Cx proposals:

- Price
- Experience with work of similar size and scope
- Past performance/references
- Project Schedule

We have reviewed each proposal against the requirements of the RFP and created the attached matrix consolidating all relevant information for each respondent. As a summary of our review, we offer the following:

Proposed lump sum price was provided by all four firms. Cost ranked from lowest to highest is listed below:

- FST \$23,218
- SES \$28,000
- Catalyst \$29,100
- Colliers \$48,390

All firms fulfill the minimum requirements of the RFP and all firms are qualified for consideration as the Commissioning Agent for the project. All firms have the requisite experience and certifications in commissioning activities for comparable school building renovations. The two firms with the greatest experience with commissioning school work in Connecticut are SES and Colliers.

Two of the firms are located in Connecticut (SES and Colliers) and include significant portfolio examples of work for Connecticut public school systems. One firm, FST is headquartered in New York City and also has done school work in Norwalk and Danbury. The fourth firm, Catalyst is headquartered in Pennsylvania, although has committed a Connecticut resident as the lead project manager. Location can

be considered in evaluating response time and commitment to the project. It will also be important to consider experience with CT State grant compliance in the contract award.

Based on our review of the proposals, SES describes the most complete Project Approach and scope of services. Colliers was the only firm to include a potential timeline (not specifically required in the RFP). All firms have committed to the current project schedule.

Submitted:

Geralyn Hoerauf

Senior Project Manager

CC: Michael Duane, STV

Mark DuPre, STV

Melanie O'Brien, Town of Bethel

No	Firm	Address	Contact	Title	Email	Phone	Connecticut	First Glance Fee
1	Sustainable Engineering Solution, LLCs (SES)	865 Brook Street Rocky Hill, CT 06067	Ernest F. Lawas	Principal	Elawas@sustainable-eng.com	(860) 270-0143	Y	\$26,700
2	FST Technical Services, LLC (FST-HEA, LLC)	50 Broad Street Suite 402 New York, NY 10004	Jon Friedman	Regional Director	jon_friedman@fsttechnical.com	(248) 259-4693	N	\$20,718
3	Colliers Project Leaders USA NE, LLC	135 New Road Madison, CT 06443	Jonathan F. Winikur	Division Director	jonathan.winikur@collierseng.com	(844) 727-0055	Y	\$43,670
4	Catalyst Commissioning Group	1433 Manor Drive Bethlehem, PA 18015	Sean Hayes			(413) 636-9365	Y	\$27,100

