

**Weston Building Committee**

**Special Meeting Agenda**

**May 17, 2022 at 7:00 PM**

**Meeting to be held in the Town Hall Commission Room**

- 1) Call to order
- 2) Update on High School Old Gym air handler replacement project
- 3) Update on Intermediate School Window Sill Repair Project
- 4) Discussion/decision on Town Hall basement records room project
- 5) Discussion/decision on Senior Center bathroom renovations
- 6) Approval of Minutes of prior meeting
- 7) Adjournment

# Item 2



Jonathan Luiz <jluiz@westonct.gov>

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## WHS Old Gym HVAC

1 message

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Jonathan Luiz <jluiz@westonct.gov>

Fri, May 13, 2022 at 10:08 AM

To: Michael DelMastro <michaeldelmastro@westonps.org>

Hi Mike,

Richard Wolf has called a Building Committee this Tuesday night at 7 pm. He is looking for an update on the HVAC project. Can you join us via phone? I can put you at the top of the agenda.

Sincerely,  
Jonathan Luiz  
Weston Town Administrator

# Item 3



Jonathan Luiz <jluiz@westonct.gov>

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**[EXTERNAL] RE: Weston Intermediate School**

1 message

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**Carmine** <carmine@glcapasso.com>  
To: Jonathan Luiz <jluiz@westonct.gov>  
Cc: Vinnie Capasso <vinnie@glcapasso.com>

Fri, May 13, 2022 at 10:17 AM

Jonathan,

We have it on our schedule for the week of July 5<sup>th</sup>. The project will take 3-4 weeks to complete.

Sincerely,

Carmine Capasso

G.L. Capasso, Inc.

34 Lloyd Street

New Haven, CT 06513

203-469-2810

carmine@glcapasso.com

**From:** Jonathan Luiz <jluiz@westonct.gov>  
**Sent:** Friday, May 13, 2022 10:08 AM  
**To:** Carmine <carmine@glcapasso.com>  
**Subject:** Weston Intermediate School

Hi Carmine,

I am meeting with the Weston Building Committee on Tuesday night. The Committee wants an update on the Weston Intermediate School Sill Repair Project.

What should I tell them?

Thanks.

Sincerely,  
Jonathan Luiz  
Weston Town Administrator

# Item 4



Jonathan Luiz <jluiz@westonct.gov>

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## [EXTERNAL] RE: Weston Town Hall Basement Alterations

1 message

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**Bruce Richardson** <bruce@tdeg.com>  
To: Jonathan Luiz <jluiz@westonct.gov>  
Cc: Jason Henion <jason@tdeg.com>

Fri, May 13, 2022 at 5:14 PM

Jonathan

In response to your request, we offer the following outline schedule of project milestones for the preparation of Construction Documents.

We expect to get started with the Design Development phase next week.

1. Design Development – 3 weeks

- Site visit to review and document the existing Conditions
- Preliminary analysis and design of the new foundation and framing
- Preparation of Preliminary Plans and Details
- Coordinate with Others

2. Construction Documents – 4 weeks

- Finalize analysis and design
- Preparation of Construction Drawings with material specification notes
- Check and coordinate the Construction Drawings
- Submit Construction Drawings with CT PE signature and seal for Permit

3. Contract Administration – TBD

- Submittal Review
- Assist with Field Conditions
- Periodic Site Visits

Thanks

Bruce

**Bruce D. Richardson, P.E.** / President

(203) 490-4140 ext 234

bruce@tdeg.com

**The Di Salvo Engineering Group**

*Engineering Solutions Since 1973*

**From:** Jonathan Luiz <jluiz@westonct.gov>  
**Sent:** Tuesday, April 19, 2022 7:04 PM  
**To:** Bruce Richardson <bruce@tdeg.com>  
**Subject:** Weston Town Hall Basement Alterations

Hi Bruce,

Attached is a signed agreement. Please sign and date and then scan and email back to me.

I look forward to working with you on this project.

Sincerely,

Jonathan Luiz

Weston Town Administrator

**CONFIDENTIALITY(NOTICE):**

This is a staff email account managed by the Town of Weston. This e-mail message from the Town of Weston, including any attachments, is for the sole use of the intended recipient(s) and may contain information that is privileged, confidential and/or exempt from disclosure under applicable law. If you are not the intended recipient or authorized to receive information for the recipient, you are hereby notified that any review, use, disclosure, distribution, copying, printing, or action taken in reliance on the contents of this email is strictly prohibited. If you receive this communication in error, please, immediately contact the sender and destroy the material in its entirety. Please note that messages to or from the Town of Weston domain may be subject to the Freedom of Information Act (Conn. Gen. Stat. sections 1-200 et seq.) Thank you.





Lee Farm Corporate Park  
83 Wooster Heights Road  
Suite 200  
Danbury, CT 06810  
Tel: (203) 490-4140  
www.tdeg.com

### AN AGREEMENT FOR THE PROVISION OF PROFESSIONAL SERVICES

Client: Town of Weston  
56 Norfield Road, PO Box 1007  
Weston, CT 06883  
Attention: Jonathan Luiz, Town Administrator

Date: January 5, 2020  
Project No.: 21273.00

Project Name/Location: Town Hall Basement Alterations  
Weston, CT

Scope of Services: Provide structural engineering design services related to the proposed alterations in the basement of the Town Hall at 56 Norfield Road in Weston, CT as outlined in the proposal letter dated December 9, 2022. Basic Services will include a review of the existing conditions, analysis and design of the structural elements of the affected floor framing and foundations, preparation of construction documents showing plans, details, and material specifications for the structural work, and administration of the documents including submittal review, assist with addressing field conditions, and periodic site visits to review the work for conformance to the construction documents.

Compensation: Lump Sum Fee of \$15,000.

Retainer Amount: Waived

Special Conditions: \_\_\_\_\_

The terms and conditions on page 2 of this form are a part of this Agreement.  
The retainer will be applied against the final invoice.

Offered By: Bruce Richardson 4/20/22  
(signature)  
Bruce D. Richardson, P.E./ Sr. Principal  
(printed name/title)

Agreed To and Accepted By: Jonathan Luiz 4/19/22  
(signature) (date)  
Jonathan Luiz  
(printed name/title)

**The Di Salvo Engineering Group**  
Structural Engineers, Inc.

Town of Weston  
(for)

Client: Return Signed Copy with Retainer if Indicated,  
Retain Copy for Your Records



**KOHLER RONAN, LLC**  
SINCE 1938

171 Madison Avenue  
New York, NY 10016  
T (212) 695-2422  
F (212) 695-2423

93 Lake Avenue  
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Rory S. Ronan, PE  
Craig F. Razza, PE  
Joseph V. Lembo, PE  
Steven V. Lembo, PE  
Erik D. Bodelsen, PE  
Talya Santillan, PE

April 21, 2022

via email: [jluiz@westonct.gov](mailto:jluiz@westonct.gov)

Jonathan Luiz  
Weston Town Administrator  
56 Northfield Road  
Weston, CT 06883

Re: Town of Weston – Basement Record  
KR Proposal#: OP220008

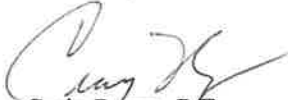
Dear Jonathan,

Thank you for giving us the opportunity to submit a proposal to provide engineering services for the Basement Record project.

Enclosed is an agreement that reflects our understanding of the project requirements. Please review the agreement and if it is acceptable, email or mail one copy with your signature.

We look forward to working with you on this project.

Sincerely,



Craig Razza, P.E.

Enclosure



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Talya Santillan, PE

Proposal for Engineering Services  
Town of Weston  
Basement Record  
Weston, CT  
April 21, 2022

This proposal outlines the scope of services to provide Mechanical, Electrical, Plumbing engineering services to produce Construction documents and Contract Administration services. The scope of engineering services for this project is as follows:

**Definitions:**

**Client:** Town of Weston  
56 Northfield Road  
Weston, CT 06883

**Project:** Basement Record

**Project Understanding:**

The project consists of converting an approximately 2,500 s.f. crawl space into a high density record storage room. It is anticipated that there are no unground utilities under the slab that is being removed and lowered to create the storage space. Any uncovered utilities or elements requiring relocation or design are not part of this proposal. The majority of the piping at the ceiling is anticipated to remain and the shelving system design to fit below the piping systems.

The scope of the proposed project shall include the following systems:

**HVAC:**

- Mini split type air system to provide heating and cooling.
- Ventilation shall be provided through and exterior wall vent.
- Specify insulation to be added to existing heating piping to remain.
- A standalone dehumidifier is proposed to control moisture in the storage space.
- Controls to be stand alone.

**Electrical:**

- Power distribution in support of HVAC equipment.
- Power distribution as required by the architectural program.
- Circuiting of interior emergency lighting fixtures.
- Circuiting of interior lighting fixtures where indicated on architectural plans.
- Modification to the existing fire alarm system to provide annunciation in the room. Existing smoke detectors to remain.
- Existing IT cabling is anticipated to remain and be resupported where in conflict with the shelving system.



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**Plumbing:**

- Modifications to existing plumbing systems to accommodate programming and high density storage system.
- Addition of miscellaneous supports for sanitary piping supported off the floor.

**Cost Estimate (Apex Construction):**

- Provide opinion of probable cost at prepared by a professional cost estimator.

**Scope of Services:**

General description: This proposal is based on engineering design services for Mechanical, Electrical, Plumbing (MEP) systems required for the project scope as indicated to accommodate the architectural program at the time of this proposal. All systems designs will be based on Building Code requirements pertinent to the systems designed. All Engineering Services performed will be conducted in accordance with the normal standard of care.

The format of the final product will be one (1) set of drawing plots produced in (AutoCAD) of Mechanical, Electrical, Plumbing work as listed within this proposal. Specifications will be produced on the drawings.

All work will be indicated on architectural backgrounds, reflected ceiling plans, and title blocks as produced (in AutoCAD format) and provided by the Architect/Client including all subsequent refinements.

**Construction Documents:**

1. Participate in one (1) meeting to coordinate HVAC, Electrical, Plumbing building systems with the Owner.
2. Specify and indicate HVAC systems as indicated by the proposed project scope including plan distribution layouts, mechanical system equipment, diffusers, ductwork, piping systems, schedules, and details sufficient for a competitive contractor bid.
3. Specify and indicate electrical systems as indicated by the proposed project scope including plan distribution, circuiting, lighting, electrical system equipment, panel schedules, and details sufficient for a competitive contractor bid.
4. Specify and indicate plumbing systems as indicated by the proposed project scope including plan distribution layouts of piping systems, plumbing system equipment, schedules, and details sufficient for a competitive contractor bid.
5. Coordinate layout of Mechanical, Electrical and Plumbing systems in conjunction with the architecture based on requirements as determined by the project scope.
6. Specify and indicate lighting based upon architectural ceiling plans.



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7. Specify and design fire alarm system modifications in support of general program requirements.
8. Prepare a cost estimate as provided by a professional cost estimator at 75% set of CD documents.

**Basic Construction Administration Services (Not included):**

1. Respond to "Requests for Information" and issue clarifications as required.
2. Included within this proposal is the review of contractor submittals for compliance with the prepared MEP construction documents. Up to 2 site visits are allocated to observe compliance with the construction documents and attend to construction meetings. Additional site visits for observations and or meetings can be provided upon request as an additional service. Attendance at weekly project or coordination meetings during construction are not included and can be provided upon request as an additional service.
3. Conduct up to 1 site visit to prepare final punch list. Additional site visits, if requested to finalize punch list and/or to close out open punch list items can be provided as an additional service.

**Work Not Included:**

1. Bidding Assist Services.
2. Basic Construction Administration Services but can be added as an hourly service.
3. Fire Protection and Technology design services.
4. Preparation of any certificates, forms, applications, rebates associated with lighting design is not included as part of this proposal.
5. Acoustical Design shall be by the Project Acoustical Consultant. It is the responsibility of the Architect/Owner to retain an acoustical consultant to confirm project meets local noise standards and to provide sound attenuation strategies as necessary to meet all project noise requirements.
6. Plumbing work beyond 5'-0" outside the building.
7. Services associated with Filing, Permits, Licenses, Controlled Inspections, Special Inspections and any fees associated. Filing forms will be filled out by others, sealed and signed by the engineer for filing by others. Engineering support shall be limited to signing and sealing of MEP documents and filing forms (prepared and provided by others). Preparation of additional documents and drawings (including as-builts), as a result of DOB, expeditor and/or authority having jurisdiction including repackaging for additional sets shall be an additional service. Additional meetings for services noted above shall be billed as additional services.



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8. Additional work resulting in a change or deviation of scope as outlined in this document.
9. The preparation of work outside the standard of care.
10. Work relating to mold, asbestos or hazardous materials.
11. LEED Documentation
12. Energy Modeling
13. REVIT/BIM
14. Building commissioning.
15. Work related to submitting to local utility companies for energy rebates.

**Reimbursable Expenses:**

The following items will be invoiced at cost as a reimbursable expense exclusive of the fee.

1. Large format drawing plots shall be reimbursed at \$9.00 per sheet.
2. Costs associated with mail and delivery services.
3. Costs associated with mileage. Mileage is reimbursable at the published IRS rate.

**Additional Services:**

1. Additional work resulting in a change or deviation of scope as outlined in this document.
2. This proposal is based on a sequential progression of the design phases with a maximum of 30 calendar days between phases. The Client shall compensate Kohler Ronan, LLC for expenses and fees incurred due to an extended schedule in excess of the stated maximum between design phases or as a result of the suspension and resumption of services.
3. This proposal assumes that the existing MEP infrastructure is adequate in capacity for the intended program, and information on the existing systems capacities and connection locations are available from the Owner. Work associated with the upgrade of existing systems can be provided as an additional service.
4. Existing MEP system elements that are discovered, that were not readily observable, requiring modifications to the documents will be an additional service.
5. Re-design required as a result of contractor material, or submittal substitutions.



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- 6. Additional meetings, site visits, and contract administration in excess of work as outlined within this proposal.
- 7. Work associated with the preparation of manuals, operational/procedure guides, consultation associated with assisting the Owner in developing building dashboard protocols and graphics can be provided as an additional service if requested.
- 8. Preparation of as-built drawings.
- 9. Additional services will be invoiced at the hourly rates in effect at the time of service.

**Special Conditions:**

- 1. Attachment – A “Terms and Conditions” will apply and is part of this proposal. Signature on this proposal will signify acceptance of these “Terms and Conditions”.
- 2. The quoted fee, scope of services, terms and conditions are considered valid for a period of 90 days from the date of issuance of this proposal.

**Compensation:**

The compensation for the scope of MEP services as listed within this proposal:

Construction Documents:	\$14,500
Cost Estimator:	\$ 1,320
<b>Total :</b>	<b>\$15,820</b>

**Terms For Payment:**

Invoices will be sent on a monthly basis payable within 30 days of receipt. Monthly billing represents an estimated percentage of work completed.

Accepted: on behalf of Town of Weston

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

# Item 5





Jonathan Luiz <jluiz@westonct.gov>

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## Senior Center Bathroom Renovations

1 message

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Jonathan Luiz <jluiz@westonct.gov>  
To: Samantha Nestor <snestor@westonct.gov>

Thu, May 5, 2022 at 2:52 PM

Hi Sam,

In FY 21-22, the Town budgeted \$28,000 for renovations to a bathroom at the Senior Center. The estimated cost for that project is \$32,276.79 because the architect's fee was \$1,797.50 (invoice attached) and the quote from a contractor is \$30,479.29 (see attached). If we add a contingency of 10%, then the project's estimated cost would be \$35,504.47. Given the fact that we only have \$28,000 to spend, the shortfall for this project would be \$7,504.47





In FY 22-23, the Town would budget another \$20,000 for renovations to two bathrooms at the Senior Center. The contractor has provided a quote for one bathroom totalling \$ \$22,123.47 and a quote for another bathroom totaling \$ \$21,228.60 . The two quotes are attached. Since we would only have \$20,000 to spend on this project, the shortfall would be \$23,352.07.

**Please consider allocating \$31,000 from the ARPA funds to go towards these three bathroom renovation projects at the Sr. Center.**

Sincerely,  
Jonathan Luiz  
Weston Town Administrator

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### 4 attachments

-  **\$1797,50 Architect Invoice.pdf**  
53K
-  **\$21,228.60 bathroom quote.pdf**  
101K
-  **\$22,123.47 bathroom quote.pdf**  
102K
-  **\$30,479.29 bathroom quote.pdf**  
160K

**INVOICE**

**Invoice No.** 3020

**Date** 2/10/2022

**Client No.** 20-008

**Terms** Net 30

**Due Date** 3/12/2022

**Bill To:**

Jonathan Luiz  
Town Administrator  
Town of Weston  
56 Norfield Road  
Weston CT 06883

Description	Hrs/Qty	Rate	Amount
ARCHITECTURAL SERVICES : WESTON SENIOR ACTIVITIES CENTER			
Robert A. Sanders - Courtesy Rate	2.5	175.00	437.50
Charles Corrente	16	85.00	1,360.00
Subtotal Fee			1,797.50
<b>Invoices not paid in 30 days subject to a finance charge of 1% per month</b>	<b>Total</b>		<b>\$1,797.50</b>



Price Proposal Review Summary - Category



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<b>Date:</b>	May 04, 2022	<b>Job Order Contract</b>
<b>Contract Number:</b>	SW GC CRCOG ezIQC	
<b>Job Order Number:</b>	104915.00	
<b>Job Order Title:</b>	Weston Gym Restroom Reno	
<b>Contractor:</b>	BMP Construction Inc.	
<b>Proposal Value:</b>	\$21,228.60	
<b>Proposal Submitted:</b>	05/04/2022	

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<b>Category - 01: General Conditions:</b>	<b>\$1,521.70</b>
<b>Category - 02: Demolition:</b>	<b>\$1,005.99</b>
<b>Category - 03: Carpentry:</b>	<b>\$2,608.29</b>
<b>Category - 05: Masonry:</b>	<b>\$1,582.99</b>
<b>Category - 06: Plumbing:</b>	<b>\$4,656.97</b>
<b>Category - 07: HVAC:</b>	<b>\$1,886.47</b>
<b>Category - 08: Electrical:</b>	<b>\$1,198.06</b>
<b>Category - 09: Ceramic Tile:</b>	<b>\$4,724.68</b>
<b>Category - 11: Bathroom Hardware:</b>	<b>\$1,010.60</b>
<b>Category - 11: Painting:</b>	<b>\$1,032.85</b>
<b>Proposal Total</b>	<b>\$21,228.60</b>

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This proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals.

**The Percent of NPP on this Proposal: 0.00%**



Price Proposal Review Summary - Category



Date: May 04, 2022  
Contract Number: SW GC CRCOG eziQC  
Job Order Number: 104653.00  
Job Order Title: Weston Sr. Center Addit'l Bathroom Reno  
Contractor: BMP Construction Inc.  
Proposal Value: \$22,123.47  
Proposal Submitted: 05/04/2022

Job Order Contract

Category - 01: General Conditions:	\$1,521.70
Category - 02: Demolition:	\$1,005.99
Category - 03: Carpentry:	\$2,608.29
Category - 05: Masonry:	\$1,582.99
Category - 06: Plumbing:	\$5,551.84
Category - 07: HVAC:	\$1,886.47
Category - 08: Electrical:	\$1,198.06
Category - 09: Ceramic Tile:	\$4,724.68
Category - 11: Bathroom Hardware:	\$1,010.60
Category - 11: Painting:	\$1,032.85
<b>Proposal Total</b>	<b>\$22,123.47</b>

This proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals

The Percent of NPP on this Proposal: 0.00%



Price Proposal Review Summary - Category



**Date:** March 31, 2022 **Job Order Contract**  
**Contract Number:** SW GC CRCOG eziQC  
**Job Order Number:** 103227.00  
**Job Order Title:** Weston Senior Center Bathroom Reno  
**Contractor:** BMP Construction Inc.  
**Proposal Value:** \$30,479.29  
**Proposal Submitted:** 03/30/2022

<b>Category - 01: General Conditions:</b>	<b>\$1,149.44</b>
<b>Category - 02: Demolition:</b>	<b>\$979.01</b>
<b>Category - 03: Carpentry:</b>	<b>\$6,084.92</b>
<b>Category - 05: Concrete Work:</b>	<b>\$4,051.79</b>
<b>Category - 06: Plumbing:</b>	<b>\$4,444.00</b>
<b>Category - 07: HVAC:</b>	<b>\$1,886.47</b>
<b>Category - 08: Electrical:</b>	<b>\$3,032.91</b>
<b>Category - 09: Ceramic Tile:</b>	<b>\$4,650.61</b>
<b>Category - 10: Doors, Frames and Hardware:</b>	<b>\$2,004.67</b>
<b>Category - 11: Bathroom Hardware:</b>	<b>\$1,162.62</b>
<b>Category - 11: Painting:</b>	<b>\$1,032.85</b>
<b>Proposal Total</b>	<b>\$30,479.29</b>

This proposal total represents the correct total for the proposal. Any discrepancy between line totals, sub-totals and the proposal total is due to rounding of the line totals and sub-totals

**The Percent of NPP on this Proposal: 0.00%**

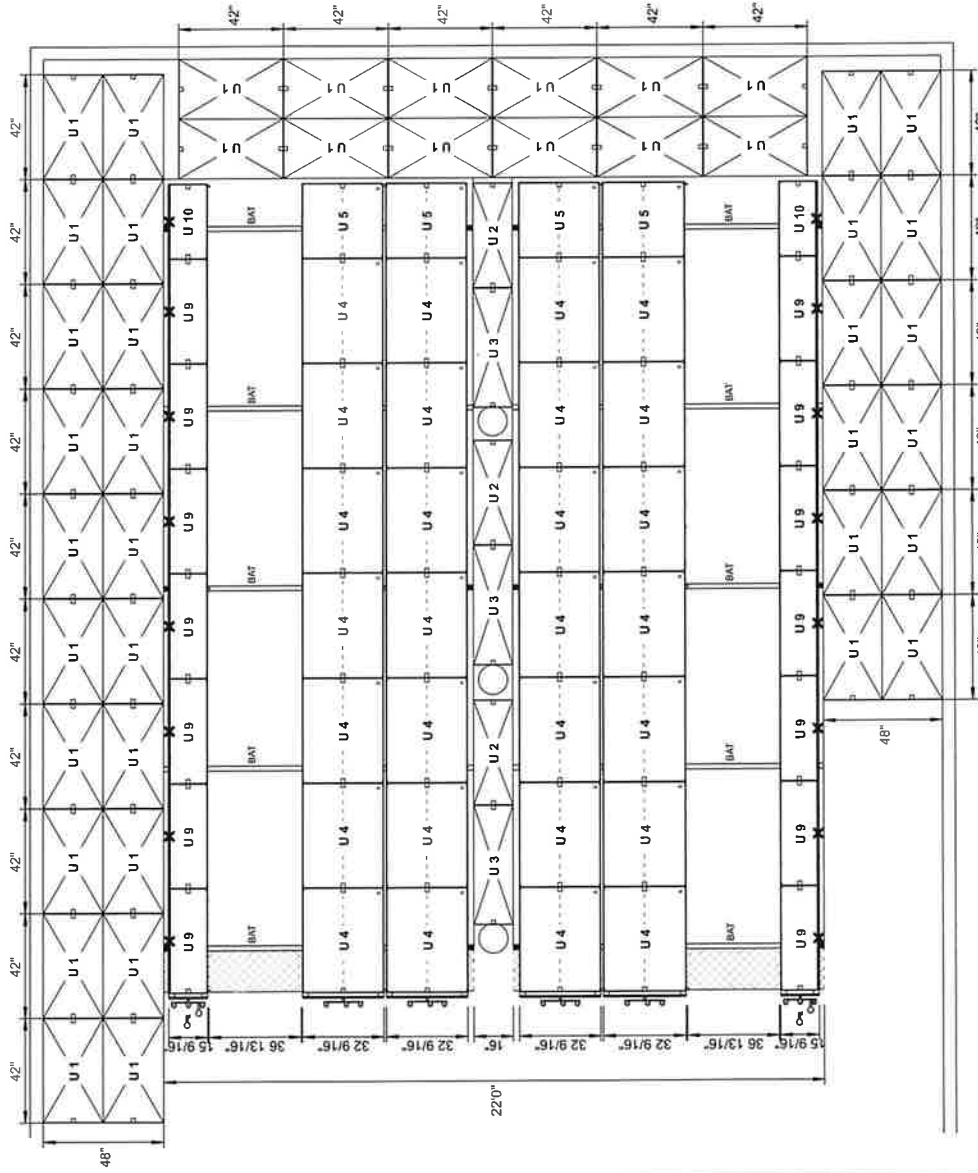
# Item 6

**Weston Building Committee**  
**Special Meeting Minutes**  
**March 22, 2022 at 7:30 PM**  
**Meeting held remotely**

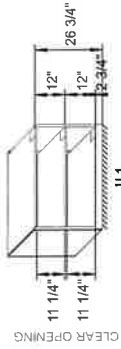
- 1) Call to order:** Chair Richard Wolf called the meeting to order at 7:30 pm. Other Committee members present were David Coprio, Megan Loucas, Joe Stromwall, Edmond Warchick. School Facilities Director Mike DelMastro & Town Administrator Jonathan Luiz were also present.
- 2) Update on the WHS Old Gym air handler replacement project:** Mr. DelMastro provided an update on the work to be performed, including estimated pricing. The project cost will depend on how things look once the units are opened up and examined. Building Committee members asked several questions of Mr. DelMastro. He provided answers. Mr. Luiz will coordinate a meeting between Mr. Davidoff and Mr. DelMastro so a review of the project could be done together.
- 3) Update on the WIS Window Sill Repair Project:** Mr. Luiz provided an update on the sill repair project. Capasso will be performing the work as soon as the students are out for summer break. Due to limited funding, the only sills that would be repairs are the ones that show damage.
- 4) Update on the Town Hall basement records room project:** Mr. Luiz provided an update on the project. The next step in the process is to get engineering consultants in place.
- 5) Election of officers:** Mr. Coprio moved and Mr. Stromwall seconded to appoint Richard Wolf as chair. The motion was approved unanimously. Mr. Wolf moved and Ms. Lucas seconded to appoint Joe Stromwall as vice chair. The motion was approved unanimously.
- 6) Adjournment:** Ms. Lucas moved and Mr. Warchick seconded to adjourn. The motion was approved unanimously.

Meeting minutes taken by Town Administrator Jonathan Luiz.

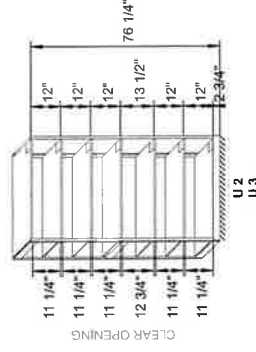
# WESTON CT, TOWN OF - ARCHIVES



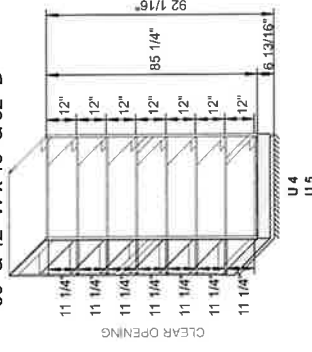
**STATIONARY - 4-POST**  
42" W x 24" D



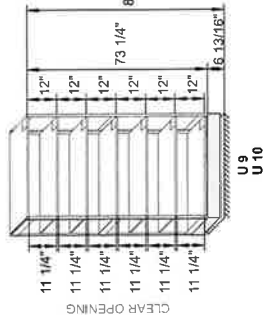
**STATIONARY - 4-POST**  
30" & 42" W x 16" D



**MOBILE - 4-POST**  
30" & 42" W x 15" & 32" D



**MOBILE - 4-POST**  
30" & 42" W x 15" D



FLOOR PLAN

Project Name: WESTON CT, TOWN OF

Salesperson:  
UNDERWOOD, GLENN

Project #:

Drawn by:  
AL

Date Printed:  
02/04/2022

APPROVAL  
This drawing Approved By:

Rev Level:

Scale  
1/4" = 1'

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The Document and Storage Management Professionals

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