

FAIRFIELD PUBLIC SCHOOLS

The Enclosures referred to in the Agenda are available for inspection at each of the three Public Libraries in Fairfield, Fairfield Public Schools' website <http://www.fairfieldschools.org/> and the Education Center, 501 Kings Highway East.

THE PUBLIC IS REQUESTED TO SILENCE DEVICES FOR THE DURATION OF THE MEETING

Board of Education Special Meeting Agenda
501 Kings Highway East, 2nd Floor Board Conference Room
WEDNESDAY, November 12, 2014
6:30 PM

1. Call to Order and Roll Call
2. Pledge of Allegiance
3. Business Items

A. Approval of the Collective Bargaining Agreement between the Fairfield Education Association and the Fairfield Board of Education*

The Board of Education may convene to Executive Session to discuss Business Item A. **Voting will be done in public session.*

Recommended Motion: "that the Board of Education hereby moves into Executive Session to discuss records, reports and statements of strategy or negotiations with respect to collective bargaining in accordance with Connecticut General Statute CGS 1-210(b)(9), and invite Mrs. Leffert and Mr. Houston as appropriate"

Recommended Motion: "that the Board of Education approve the Collective Bargaining Agreement between the Fairfield Education Association and the Fairfield Board of Education for the period July 1, 2015 to June 30, 2018"

B. Approval of Library Media Curriculum

Recommended Motion: "that the Fairfield Board of Education approve the Library Media Curriculum, K-12"

C. Approval of Plans and Specifications for Fairfield Ludlowe Project 051-0127 EA/EC/RR
(Phase 3 – Extensions/Alterations)

Recommended Motion: "that the Board of Education approve plans and specifications for Phase 3 of the Fairfield Ludlowe Project 051-0127 EA/EC/RR"

(Enclosure No. 1)

D. Approval of Changes to Educational Specifications for Fairfield Ludlowe High School Project 051-0127 EA/EC/RR

Recommended Motion: "that the Board of Education approve the changes to the educational specifications for Fairfield Ludlowe High School Project 051-0127 EA/EC/RR"

(Enclosure No. 2)

4. Adjournment

Recommended Motion: "that this Special Meeting of the Board of Education adjourn"

RELOCATION POLICY NOTICE

The Fairfield Public Schools System provides services to ensure students, parents and other persons have access to meetings, programs and activities. The School System will relocate programs in order to ensure accessibility of programs and activities to disabled persons. To make arrangements please contact Pupil & Special Education Services, 501 Kings Highway East, Fairfield, CT 06825, Telephone: (203) 255-8379

NOV 12 2014

Perkins Eastman

FAIRFIELD LUDLOWE
HIGH SCHOOL
WINDOW REPLACEMENT
OSF 051-0127 Phase 3 of 3

785 Unquowa Road
Fairfield, Connecticut

Bid Documents
October 28, 2014
56110.00

Project Manual for

Window Replacement

Fairfield Ludlowe HS

785 Unquowa Road
Fairfield, Connecticut

PE Project 56110.00

Owner

Town of Fairfield
725 Old Post Road
Fairfield, CT 06824

Architect

Perkins Eastman
422 Summer Street
Stamford, Connecticut 06901
Telephone: 203-251-7400
Fax 203 251-7474

Construction Manager

Gilbane Building Company
208A New London Turnpike
Glastonbury, CT 06033

Structural Engineer

DTC Consulting Engineers
2321 Whitney Avenue, Suite 301
Hamden, CT 06518

Site/Civil Engineer

DTC Consulting Engineers
2321 Whitney Avenue, Suite 301
Hamden, CT 06518

MEP Engineer

DTC Consulting Engineers
2321 Whitney Avenue, Suite 301
Hamden, CT 06518

Landscape Architect

Aris Land Studio
2450 Barnum Avenue
Bridgeport, CT 06610

October 28, 2014

TABLE OF CONTENTS

DRAWING INDEX

PROCUREMENT AND CONTRACTING REQUIREMENTS

SEE CONSTRUCTION MANAGER BID PACKAGE MANUAL

DIVISION 01 - GENERAL REQUIREMENTS

01 12 00	SUMMARY
01 26 00	CONTRACT MODIFICATION PROCEDURES
01 26 13	REQUESTS FOR INTERPRETATION
01 29 00	PAYMENT PROCEDURES
01 31 00	PROJECT MANAGEMENT AND COORDINATION
01 32 00	CONSTRUCTION PROGRESS DOCUMENTATION
01 33 00	SUBMITTAL PROCEDURES
01 40 00	QUALITY REQUIREMENTS
01 42 00	REFERENCES
01 50 00	TEMPORARY FACILITIES AND CONTROLS
01 60 00	PRODUCT REQUIREMENTS
01 73 00	EXECUTION
01 73 29	CUTTING AND PATCHING
01 74 19	CONSTRUCTION WASTE MANAGEMENT
01 77 00	CLOSEOUT PROCEDURES
01 78 23	OPERATION AND MAINTENANCE DATA
01 78 39	PROJECT RECORD DOCUMENTS
01 79 00	DEMONSTRATION AND TRAINING

DIVISION 02 – EXISTING CONDITIONS

02 41 19	SELECTIVE STRUCTURE DEMOLITION
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DIVISION 03 - CONCRETE

NOT USED

DIVISION 04 - MASONRY

04 01 20	MAINTENANCE OF UNIT MASONRY
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DIVISION 05 - METALS

NOT USED

DIVISION 06 – WOOD, PLASTICS, AND COMPOSITES

06 10 00 ROUGH CARPENTRY

DIVISION 07 - THERMAL AND MOISTURE PROTECTION

07 92 00 JOINT SEALING

DIVISION 08 - OPENINGS

08 11 13 HOLLOW METAL DOORS AND FRAMES
08 42 13 ALUMINUM-FRAMED ENTRANCES
08 44 13 GLAZED ALUMINUM CURTAIN WALLS
08 51 13 ALUMINUM WINDOWS
08 71 00 FINISH HARDWARE
08 80 00 GLAZING

DIVISION 09 - FINISHES

NOT USED

DIVISION 10 - SPECIALTIES

NOT USED

DIVISION 11 - EQUIPMENT

NOT USED

DIVISION 12 - FURNISHINGS

12 24 13 ROLLER WINDOW SHADES

DIVISION 13 – 33

NOT USED

APPENDIX

APPENDIX A REMEDIATION OF HAZARDOUS MATERIALS

END OF TABLE OF CONTENTS

DRAWING INDEX

HAZARDOUS MATERIAL DRAWINGS

PCB-01-1	SAMPLE LOCATION DIAGRAM
PCB-01-2	SAMPLE LOCATION DIAGRAM
PCB-01-3	SAMPLE LOCATION DIAGRAM
PCB-01-4	SAMPLE LOCATION DIAGRAM
PCB-02-1	HAZARDOUS MATERIAL REMEDIATION AREAS
PCB-02-2	HAZARDOUS MATERIAL REMEDIATION AREAS
PCB-02-3	HAZARDOUS MATERIAL REMEDIATION AREAS
PCB-02-4	HAZARDOUS MATERIAL REMEDIATION AREAS

ARCHITECTURAL DRAWINGS:

G-000	COVER SHEET
G-002	DRAWING INDEX, GENERAL NOTES
A-02-1	EXTERIOR ELEVATIONS
A-02-2	EXTERIOR ELEVATIONS
A-02-3	EXTERIOR ELEVATIONS
A-02-4	EXTERIOR ELEVATIONS
A-02-5	WINDOW, DOOR & LOUVER SCHEDULE
A-02-6	WINDOW, DOOR & LOUVER SCHEDULE
A-02-7	DETAILS
A-02-8	DOOR SCHEDULE AND DETAILS
A-02-9	LOWER LEVEL FLOOR PLAN
A-02-10	GROUND LEVEL FLOOR PLAN
A-02-11	FIRST LEVEL FLOOR PLAN
A-02-12	SECOND LEVEL FLOOR PLAN

END OF TABLE OF CONTENTS

Specifications

Fairfield Ludlowe High School

Window Replacement

785 Unquowa Road
Fairfield, Connecticut

OSF 051-0127 Phase 3 of 3
PE Project 56110.00

October 28, 2014

PART 1 - GENERAL

1.01 RELATED DOCUMENTS

- A. Drawings and general provisions of the Contract, including General and Supplementary Conditions and other Division 01 Specification Sections, apply to this Section.

1.02 SUMMARY

- A. This Section includes the following:
 - 1. Work covered by the Contract Documents.
 - 2. Type of the Contract.
 - 3. Use of premises.
 - 4. Work restrictions.
 - 5. Specification formats and conventions.
- B. Related Sections include the following:
 - 1. Division 01 Section "Temporary Facilities and Controls" for limitations and procedures governing temporary use of Owner's facilities.
- C. This set of documents, including the Drawings, Specifications, and other data provided, is an incomplete representation of the project. Pricing the project using these documents will result in an estimate that may be more or less than the price for the project when the documents are complete. Commencing or pursuing construction activities using these documents, including ordering of materials or systems, is not permitted.

1.03 WORK COVERED BY CONTRACT DOCUMENTS

- A. Project Identification: Fairfield Ludlowe Window Replacement.
- B. Project Location: 785 Unquowa Road; Fairfield, Connecticut.
- C. Owner: Town of Fairfield, Connecticut.
- D. Architect: Perkins Eastman.
- E. The Work consists of the following:
 - 1. The Work includes removal and disposal of existing windows, doors and surrounding materials as required by the PCB remediation protocols. The work includes provision of new windows, doors, repair and replacement of selected portions of the existing brick, new joint sealers, and other items of work as indicated.
 - 2. The Owner desires to have a minimal impact on the environment resulting from this Work, and therefore has established a goal of recycling 50-percent of the demolition and construction waste that is removed from the site.

1.04 TYPE OF CONTRACT

- A. Project will be constructed under multiple contracts and administered by a Construction Manager.
- B. The work to be done by each contractor will be determined by the Construction Manager and assigned by contract. Each contractor is responsible for completing the assigned portions of the Work, for coordinating with the Construction Manager and other contractors to complete the Work, and for providing work as assigned to directly assist other contractors.

1.05 WORK UNDER OTHER CONTRACTS

- A. General: Cooperate fully with separate contractors so work on those contracts may be carried out smoothly, without interfering with or delaying work under this Contract. Coordinate the Work of this Contract with work performed under separate contracts.
- B. Concurrent Work: Owner has awarded a separate contract for PCB remediation operations at Project site. Those operations will be conducted simultaneously with work under this Contract.

1.06 USE OF PREMISES

- A. General: Contractor shall have coordinate use of premises for construction operations.
- B. Use of Existing Facilities: Maintain existing building and other facilities in a weathertight condition throughout construction period. Repair damage caused by construction operations.

1.07 OWNER'S OCCUPANCY REQUIREMENTS

- A. Owner Occupancy of Completed Areas of Construction: Owner reserves the right to occupy and to place and install equipment in completed areas of building, before Substantial Completion of the whole Work, provided such occupancy does not interfere with completion of the Work. Such placement of equipment and partial occupancy shall not constitute acceptance of the total Work. Contractor shall work with the Owner to provide safe access and normal building services during the construction period.
 - 1. Architect will prepare a Certificate of Substantial Completion for each specific portion of the Work to be occupied before Owner occupancy.
 - 2. Obtain a Certificate of Occupancy from authorities having jurisdiction before Owner occupancy.
 - 3. Before partial Owner occupancy, mechanical and electrical systems shall be fully operational and required tests and inspections shall be successfully completed. On occupancy, Owner will operate and maintain mechanical and electrical systems serving occupied portions of building.
 - 4. On occupancy, Owner will assume responsibility for maintenance and custodial service for occupied portions of building.

1.08 WORK RESTRICTIONS

- A. On-Site Work Hours: Work shall be generally performed inside the existing building during normal business working hours of 6:00 a.m. to 6:00 p.m., Monday through Friday, except otherwise indicated.
 - 1. Weekend Hours: Subject to approval of the Owner and Construction Manager.

2. Early Morning Hours: Subject to approval of the Owner, Construction Manager, and local authorities having jurisdiction.
 3. Hours for Utility Shutdowns: Subject to approval and assistance of Owner and Construction Manager.
- B. Existing Utility Interruptions: Do not interrupt utilities serving facilities occupied by Owner or others unless permitted under the following conditions and then only after arranging to provide temporary utility services according to requirements indicated:
1. Notify Owner and building owner not less than two days in advance of proposed utility interruptions.
 2. Do not proceed with utility interruptions without Owner's written permission.
- 1.10 EXISTING CONDITIONS
- A. Information contained in the Contract Documents regarding existing facilities and conditions is taken from drawings, other forms of documentation, verbal and written representations furnished by the Owner, and observations in the field without extensive exploration or dimensional verification. Contractor is required to check and verify all information in the field prior to ordering materials and prior to proceeding with construction. Contractor shall notify the Architect in writing of differences between what is indicated in the Contract Documents and the actual conditions that will materially affect the project.
- 1.11 SPECIFICATION FORMATS AND CONVENTIONS
- A. Specification Format: The Specifications are organized into Divisions and Sections using the 50-division format and CSI's "MasterFormat 2010 Update" numbering system.
1. Division 01: Sections in Division 01 govern the execution of the Work of all Sections in the Specifications and all the Work indicated on the Drawings.
- B. Specifications, Drawings, and Scope of Work: The Specifications and Drawings indicate the entire scope of the Work for a completed facility. The organization of the Specifications and Drawings is not to be construed as assigning the work or any portion of the work to a particular contractor or trade.

PART 2 - PRODUCTS (NOT USED)

PART 3 - EXECUTION (NOT USED)

END OF SECTION 01 12 00

NOV 12 2014

EDUCATIONAL SPECIFICATIONS

Fairfield Ludlowe High School

Fairfield Public Schools

Fairfield, CT 06824

David Title, Ed.D.

Superintendent of Schools

Revised November 12, 2014

RATIONALE FOR THE PROJECT

BACKGROUND:

On May 10, 2011, the Fairfield Board of Education adopted the “Fairfield Public Schools Facilities Plan 2011-2015”. The primary purpose of this plan was to produce a blueprint for meeting the facilities needs of the school district over the next four years. The extension and alteration project for Fairfield Ludlowe High School is a major recommendation for meeting these identified facilities needs by the installation of an addition(s) to provide additional classrooms and cafeteria space to accommodate increased enrollment; installation of new lockers and renovation of boys’ and girls’ lavatories.

ENROLLMENT:

Between 2002 and 2012, the number of high school students overall has increased from approximately 2160 students to over 2968. This represents an increase of over 808 students or a 37.4% growth. This growth pattern has been documented in a number of facility reports and student enrollment studies. MGT of America has completed 10 year enrollment projections by school that project an increase in the overall high school population. The most recent enrollment updates show a continued increase. This enrollment increase is projected to continue through at least the 2016-17 school year.

CAPACITY:

The Fairfield Public Schools currently has two high schools each with a design capacity of 1400 students. Presently Fairfield Ludlowe High School’s enrollment is 10.8% over its design capacity and projected to be 22.7% over its design capacity by the 2016-17 school year. Presently the overcapacity of this facility has been accommodated by scheduling advantages offered by the school’s rotating class schedule.

As the enrollment continues to increase additional classrooms, core spaces, and facility improvements will be needed as specific types of specialized spaces will be unavailable. Specific space shortages are expected in science classrooms/labs, cafeteria space, and certain types of general classroom spaces.

LONG RANGE EDUCATIONAL PLAN:

On August 27, 2004 the Fairfield Board of Education approved the following policies which explain the long range educational plan of the district.

MISSION STATEMENT

Policy Number 0100*

The Fairfield Board of Education, in a cooperative partnership with the parent or guardian, staff, and community, will provide the students in our town’s public schools with the high-quality instruction, learning opportunities, and positive environment they require to realize their potential as lifelong learners and responsible citizens.

LONG-TERM GOAL

Policy Number 0110

Sustain the continuing improvement of the Fairfield Public Schools so that they will continue to rank with the best in the nation.

THE PROJECT

In conjunction with the Fairfield Board of Education's Long Range Facility Plan the board proposes a construction project at Fairfield Ludlowe High School to alleviate overcrowding of the facility due to continuing enrollment increases and to address long-term facility needs. The essential elements of this proposed construction project include the following elements:

- Addition of two science classrooms and labs
- Addition of four general purpose classrooms for use with the following curriculum
 - Business Education
 - English
 - Mathematics
 - Social Studies
 - Health
 - World Language
- Expansion of the cafeteria/kitchen to accommodate increasing enrollment
- Relocation of the Teacher Lounge (to free up an additional classroom space)
- Relocation/enhancement of the Senior Lounge (including the creation of individual & group study areas)
- Replacement of windows with energy efficient units per recent architectural studies to the extent allowed by funding approved March 24, 2014 and as may be amended.
- Addition of lockers
- Replacement of the roofing installed in 1991

ENROLLMENT DATA AND PROPOSED PROJECT CAPACITY

FAIRFIELD LUDLOWE HIGH SCHOOL	YEAR									
	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21
Enrollment	1538	1552	1601	1661	1699	1718	1703	1674	1641	1695
Capacity	1400	1400	1400	1525	1525	1525	1525	1525	1525	1525

SPACE DEFICIENCIES:

This construction project **does not** address all of the program/capacity deficiencies identified in the "Fairfield Public Schools Facilities Plan 2011-2015" dated May 10, 2011.

Specifically this project does not address the following items found in the "Fairfield Public Schools Facilities Plan 2011-2015":

- Addition of mechanical fresh air systems in the existing building
- Addition of air conditioning in the existing building
- Addition of storage rooms for custodial/maintenance needs
- Addition of storage rooms for staff and school needs
- New and increased security measures
- Increasing the facility capacity to provide an 85% capacity utilization rate
- Renovation of student lavatories

The following specifications apply to the new and renovated spaces only, not to the entire building.

BUILDING SYSTEMS:

Envelope

- Roofing systems shall be **multi-ply systems (no single membrane systems)** 20 year warranty (no dollar limit/edge to edge)
- Exterior envelope materials shall be consistent and compatible with the existing building façade materials in size, shape, color and texture
- Construction details of exterior elements shall be consistent and compatible with the existing building façade details

Security/Safety

- Reliable internal and external communication should be available between/among all areas of the facility to the degree consistent with safety and security plans
- Electronic security shall be provided which will include color video cameras (interior and exterior) and DVR (Dedicated Micros – Sprite model with 16 channels) recording devices with remote viewing capabilities (via secure computer network) and LCD monitors located in Security Office.
- Door hardware – District Standards – Schlage/Von Duprin/LCN
- Exterior doors to have continuous hinges
- Locks – Everest ‘D’ Keyway (interior), Primus Keyway (exterior) – Key into existing building system – Master key facility (new and old locks)
- All spaces to be capable of interior lockdown (without re-entry into the corridor)
- Doors – Narrow vision lites (for restricted line of sight into classroom during lockdowns)
- Exterior doors used by staff and students for exterior functions shall have CO access control locks by Locknetics
- Tactile signage (new spaces) for room identification (including room numbers) and directions
- Evacuation signage with directional maps
- Exterior signage (for directions and site identification)
- Provide adequate site lighting
- Protective window covering at locations subject to damage

Code

- Abate any hazardous material – encapsulation is not acceptable
- ILSM – Interim Life Safety Measures for working in an occupied building

(Also see BSF Filing Requirements)

INTERIOR BUILDING ENVIRONMENT:

Mechanical Systems

- Separate **independent** commissioning of Mechanical/Electrical/Plumbing (MEP) systems to include an air flow balancing contractor hired directly by the building committee (not the construction manager or design team) and reporting directly to the building committee **and** the Board of Education
- Lighting fixtures – standard type(s), ease of maintenance, coordinated with presentation stations (projectors & projection surfaces)
- Low voltage systems to be designed to district standards
- Proper shutoff and backflow valves located to provide easy and quick access
- Upgrade telephone system as appropriate for the new additional space
- Master clock system in all spaces

Interior Spaces - General

- Kitchen update for increased enrollment– Review equipment (size, condition, etc.), storage space, serving lines, etc including but not limited to:
 - Storage for dry goods
 - Walk-in Refrigerator
 - Walk-in Freezer
 - Washer & Dryer
 - Serving lines with power and network access
- Ceiling systems – standard sizes 2x2 or 2x4, standard tiles, wide grids 9/16”, no strange patterns, consistent choices
- Millwork – solid surface countertops/plastic laminate cabinets/wire pull handles/euro-hinges
- Flooring –VCT or other easily mopped finish in classrooms, corridors, etc.
- Student lavatories and staff toilet rooms meeting district standards to be located at convenient locations for students and staff
- MDF/IDF room (in new addition) to be:
 - large enough to allow front and rear access to all racked equipment
 - located in non-classroom spaces
 - provided sufficient ventilation, cooling and power to support equipment growth
 - provided with security alarms
- Built in shelving, cabinets and countertops sufficient for instructional material storage
- Built in shelving, cabinets and countertops sufficient for office material storage (lockable)
- FF&E – New Spaces – Appropriate furniture and equipment to accommodate the intended use of the room/space inclusive of student desks and/or tables, chairs bookcases, storage, teacher desk & chairs, learning centers for individual and/or group instruction, computer tables & chairs, area carpets, room darkening shades, appropriate projection surface for use with multimedia projector, wall pads, basketball hoops, fire resistant file cabinets, tackboards, tackstrips, whiteboards, flags, clocks, pencil sharpeners, paper towel dispensers, soap dispensers, etc.

Interior Spaces – Specific Program Needs

- **SCIENCE** - each classroom/lab must be equipped with:
 - lab stations for students working in pairs, each with water/gas/electric hook-ups, as well as an area for traditional student desks
 - all safety equipment including vented hoods, emergency showers, eye wash stations, fire extinguishers and blankets, goggle storage
 - Preparation rooms accessible to the outside corridor as well as the corresponding classroom; size of a classroom, equipped with dry storage, refrigerators, lab-ware dishwashers, flammable storage and caustic storage.

TECHNOLOGY:

- An essential component of this project is to provide electronic network access to every segment of the new building (addition). All instructional areas and support facilities shall be provided with:
 - local and wide-area wired and wireless networks
 - digitally delivered TV connectivity
 - digitally integrated internal broadcast capability
 - wiring for interactive whiteboard technology
- Each teaching space shall be provided with connectivity to multimedia projection systems with amplification and speaker systems to support audio as per current district standards.
- All wiring to be CAT 6 or better and certified. Each patch panel shall be labeled with the room number, and jack number and each jack labeled with MDF/IDF closet number, panel and punch down location.
- Charging stations for mobile computer labs
- Technology Network Space – server room, wiring closets, dedicated area for head-end equipment including extended demarcation points provided by the suppliers to the server room for all external connections.

(Also see INTERIOR BUILDING ENVIRONMENT – Interior Spaces)

CSDE BSF FILING REQUIREMENTS (for Reimbursement):

This project shall be designed so that it can be filed with the Connecticut State Department of Education - Bureau of School Facilities under at least the following project types:

- Extension of Facility
- Alteration of Existing Facility
- Energy Conservation
- Roof Replacement
- Code Violation (Hazardous Material abatement)

As required by C.G.S. 10-291 a Phase I environmental site assessment in accordance with ASTM Standard #1527 shall be conducted prior to the approval of architectural plans.

COMMUNITY USES:

Fairfield Ludlowe High School does not contain or host space(s) for other town departments or outside firms. The building is used exclusively as a high school. The building facilities are available to the public on a reservation basis when the building is not in use (nights and weekends). Some of these uses include among others:

- Parent Teacher Association (PTA) meetings and events
- Various school clubs
- Civic group meetings
- Sporting clubs and events

Fairfield Ludlowe High School is used as a polling place and as an emergency shelter.