



REPRESENTATIVE TOWN MEETING
TOWN OF GREENWICH

EXPLANATORY COMMENTS FOR
AUGUST 2018 MEETING

ITEM NO: **1**
DEPARTMENT: Board of Education August 2, 2018
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REFERRED TO: ***Budget Overview, Education & Finance Committees***
VOTES: Board or commission name vote (y/n/a)

RESOLVED, the sum of \$617,000 is hereby appropriated to be added to the Julian Curtiss Elementary School Roof Project 17167.

EXPLANATORY COMMENTS

The Board of education is seeking the approval of an interim appropriation for the Julian Curtiss roof replacement. This project was originally estimated at \$550K and was included in the FY16-17 budget. The bidding process revealed that the project would cost \$1.7m. A contract for \$1.1M was executed and roughly 60 percent of the roof replacement was completed last summer. This past January we began planning for Phase II, the remaining 40 percent. It was believed that there were carryover dollars and unused budgets available to cover this project such that it did not need additional funds to be appropriated in the FY18-19 capital plan. The bidding process for Phase II resulted in an awarded bid in March for \$587k. Contractors mobilized as soon as students left and roof work began in early July. As of today, about 90 percent of the roof is without shingles. An ice/water shield has been installed but it is only one of several layers needed to complete the job and is not watertight. We learned from town finance this month that funds were not available to cover this job, as we had originally thought, and given the dire situation we are currently in with a non-watertight roof and the tight summer deadline given the rain delays this week, believe that the only possible solution is to request an emergency interim appropriation for this project totaling \$617,000. BOE acknowledges there was financial oversight. A preliminary timeline is being shared with you as supporting documentation to the request. BOE suspects this oversight was a result of administrative transition, both intricate and the lack of processes and general ledger system limitations. We appreciate your support in working towards a solution this morning for the interim appropriation so work can continue, for the sake of our students and school opening on time.

Project Overview: Julian Curtiss was scheduled for roof replacement in fiscal year 2016-2017 after two patch jobs in 2012 and 2015 on its original slate roof still resulted in new leaks in the building. Administration proceeded with Phase II of the project this summer 2018 with the assumption that funding was in place. After 90% of the shingles were removed, it was determined that funding was not secured for this project. BOE is seeking an emergency interim appropriation.

Timeframe	Action	Comments
May 2016	FY16-17 MUNIS roof budget of \$2.715M approved (JC portion = \$550K)	
April 2017	JC Roof Bid response \$1.7M	
July 2017	Contract signed \$1.1M	East roof alternate not approved, \$600K
Summer 2017	Roof work completed	
Fall 2017	New administration	
Jan – Feb 2018	Funding identified for East roof and RFP issued	Carryover funds and unused appropriated funds were believed to be available for Phase II (East roof).
March 2018	Lowest bid for east roof accepted, \$587K	
April 24, 2018	Contract signed by vendor \$587K	
June 20, 2018	Contract resent to Law with corrected Bond info.	
June 25, 2018	Contractor mobilizes	
July 3, 2018	Contract is approved by Law and forwarded to Finance for funding source	
July 5, 2018	Town Finance contacts BOE Purchasing Office for account code	
July 16, 2018	Town Finance follows up with BOE Finance Supervisor for account code	
July 23, 2018	Director of Facilities notifies appropriate parties that funding is not in place	
July 24, 2018	SUPTS and COO consult with Town Comptroller	

Current Project Status:

Julian Curtiss' east roof covers roughly 40% of the building and is currently under repair. Old slate shingles have been removed on roughly 90% of the east roof and an ice/water shield is in place but remains exposed along with many open corners and edges (hips and valleys). Without shingles and completion of work, the roof is not water tight.

While a perceived possible alternative might be to tarp the building and wait until next summer, it is not a viable option, it is not advisable, not recommended and creates additional risk for the Town for the following reasons:

- There is no warrantable system on the roof. Any water damage will be at Town risk and cost, if not insurable.
- A temporary certificate of occupancy may not be granted to allow students in the building and BOE does not have an alternative location or resources to relocate 300 students plus staff on short notice.
- Significant additional cost to cover the following items:
 - Additional architect's design for new work
 - Additional ice/water shield layer (in lieu of shingles) plus tarp
 - Close up open brick work
 - Coverage required for exposed hips and alleys and cap flashings needed
 - Removal of scaffolding (required for appropriate egress if school is allowed to remain in session)
 - De-mobilization (materials in upper parking lot would need to be relocated)
 - Escalation – 1 year delay
 - Interruption of workflow to contractor
 - Remobilization
 - Tarp maintenance

Funding this project has become an emergency as a result of the lack of viable options to properly protect the asset from future potential damage and the Town from any associated risks.