

Town of Fairfield
Holland Hill School Building Committee

Committee Charge

A Holland Hill School Building Committee (HHBC) shall be established to plan, coordinate and supervise necessary upgrading and renovation of Holland Hill Elementary School for the Town of Fairfield (Town).

The HHBC shall be guided by an educational specification as developed by the Board of Education (BOE).

The HHBC shall retain appropriate design professionals (architect, structural engineer) for site review, design and contract administration, and shall retain additional design, engineering and specialty consultants as may be required in accordance with Town selection and procurement standards and requirements. The HHBC may retain a construction manager/owner's representative to facilitate and accomplish necessary construction and renovation. The HHBC will follow all statutory requirements in regards to any energy savings or green initiatives.

The HHBC shall organize their scope of work and estimate the costs and request appropriate funding. The estimate of total project cost, schedule and schematic design documents shall provide the basis for the request for project funding to be submitted to appropriate Town bodies and agencies. The HHBC shall seek any grants that may be available to help cover or reduce costs.

The HHBC shall consist of not less than three and not more than eleven members. The committee shall meet monthly, shall maintain minutes and an orderly record and shall comply with Town and State statutes and regulations. The HHBC shall follow all practices outlined in town building committee manuals and the 2007 report issued by the Building Construction Review Committee.

Members of the HHBC shall be appointed by the Board of Selectmen and confirmed by the RTM. The Committee shall report to the Board of Selectmen through the office of the First Selectman.

Upon completion of the project, the HHBC must obtain written confirmation from the Board of Education that the building has been accepted as complete by the Board of Education. The HHBC shall then notify the Board of Selectmen in writing that the project has been delivered to the Board of Education in accordance with the Educational Specifications, that its charge is fulfilled and that it wishes to disband.

The Committee will consider the following as it evaluates and recommends project options:

- How to minimize the ongoing cost of maintenance and operation of the building and the improvements
- How to incorporate appropriate "green" initiatives and capabilities within the design and operation

- How to incorporate “time tested” options, design features and construction techniques
- How to maximize the opportunity for state reimbursement and ensure timely processing of all state reimbursement paperwork requirements

Approved by Board of Selectmen – January 27, 2016