

BRS Town Building Committee Meeting

August 20, 2009

COMMITTEE MEMBERS PRESENT: David King, Chair; David Barkin, Vice Chair; Steve Buda, Marc Estra, Jon Gorham (6:32 PM), Jeff Kaufman, Sheila McCreven, and Sandy Stein.

STAFF MEMBERS PRESENT: Dr. Guy Stella, Superintendent; Charles Zettergren, WSD Business Manager; Marsha DeGennaro, Clerk.

CALL TO ORDER: Chair David King called the meeting to order (6:31 PM).

PUBLIC COMMENT – None

MOTION #1 – APPROVAL OF MINUTES

Move that we approve the minutes of August 6, 2009 Meeting.

Ms. McCreven

Second by Mr. Buda

IN FAVOR: Mr. Buda, Mr. Estra, Ms. McCreven

ABSTAIN: Mr. Barkin, Mr. Gorham, Mr. Kaufman and Ms. Stein

MOTION PASSES

DRAFT REQUEST FOR QUALIFICATIONS (RFQ)

The RFQ document prepared by Mr. Zettergren was reviewed. Language changes and/or modifications in the draft RFQ were suggested as follows:

- Under Scope of Work, Bullet 2, should read as non-thermally broken window frames.
- Under Scope of Work, Bullet 4, should also include the AZTech study and the geothermal option is not addressed.
- Concern was expressed that a mandatory walk through was not stipulated in the document.
- Should specify where firms may review the referenced studies, i.e., town website address.
- Change “proposal” to “response” throughout the RFQ document.
- Add in opening paragraph after this is intended to be a two-step process “with a pre and post phrase referendum component to the project”.
- Specify that teams are required to complete Form 330.
- Paragraph 3 change “subcontracting” to “consultants.”
- Include a timeline specifying submission date requirements:
 - ◆ Walk through on August 31 at 3:30 PM
 - ◆ Questions submitted in writing/electronically by September 3
 - ◆ Responses generated by September 7
 - ◆ RFQ Due September 11
 - ◆ Review RFQ’s on September 16
 - ◆ Short-listed firms interviewed on September 23/24

It was agreed a subcommittee comprised of Messrs. Barkin, Estra and Zettergren will review all submitted questions and develop responses.

It was questioned why an RFQ was developed rather than an RFP, as an RFQ does not include cost estimates. Will we run the risk of not having complete information in rendering firm selection(s). In this process, the potential exists for elimination of a low bidder. It was pointed out that if you adhere to the qualification based selection (QBS) process, firm selection is not based on price.

Mr. Gorham left the meeting (7:25 PM).

MOTION #2 – APPROVAL OF RFQ

Move that we approve the RFQ as amended.

Ms. Stein

Second by Mr. Buda

UNANIMOUS

Messrs. Estra and Zettergren will draft the RFP. The Committee will meet on September 16 to review the RFQ's and develop the short list. Interviews will be scheduled for September 23 and 24, depending on the number of firms selected. Interviews for each firm will be 45 minutes in duration, with an additional 15 minutes allotted for Committee members to debrief following the presentation. All short-listed firms will be presented with the RFP the night of their interview. RFP's will be due on October 1 by 2:00 PM and the Committee will meet that same day to review the submissions. The firms will be ranked and a finalist(s) selected on October 8. This will allow adequate time to perform reference checks and address any outstanding questions and/or concerns. The Committee will then make a recommendation to the BOE and BOS by October 14. It was further agreed that October 22 would be held should additional time be necessary to finalize the recommendation.

Mr. Buda left the meeting (7:45 PM).

ENERGY CONSULTANT CONTRACT

Ms. Stein presented a draft contract for procurement of an Energy Consultant. This draft was based on a similar proposal in New Haven. Suggested modifications included:

- Should look at a broader stimulus package including grants, (state and federal) rebates, etc. potential exists for including other town buildings not just Beecher.
- Define scope of work of the energy consultant –
 - ◆ Development of different energy options to investigate,
 - ◆ Guide committee on which energy conservation projects should be incorporated,
 - ◆ Identify potential sources of funding,
 - ◆ Outline “best” process to secure funding and
 - ◆ Track funding/grant applications.
- Change reference of “managing contractors”, as this individual will serve as an energy consultant, inclusive of all technical aspects of the project was well.
- Remove “preparation of contract document” language.
- Selection should occur no later than one month after architect is selected.

It was noted that it has been confirmed the Town is interested in securing a commissioning agent rather than a general contractor or construction manager. It is anticipated once the drawings/schematics are submitted for final review, a commissioning agent would then be secured.

It was agreed the revised draft of this contract would be provided to Committee members prior to Labor Day in anticipation of the September 10 meeting.

ADJOURN: (8:12 PM)

Ms. McCreven
Second Mr. Kaufman
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Recorded by Marsha DeGennaro, Clerk