

BRS Town Building Committee Meeting

September 30, 2009

COMMITTEE MEMBERS PRESENT: David King, Chair; David Barkin, Vice Chair (7:19 PM); Steve Buda (6:46 PM), Tim Cohen, Marc Estra, 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 (6:45 PM).

PUBLIC COMMENT – None

MOTION #1 – APPROVAL OF MINUTES

Move that we approve the minutes of September 16, 2009 Meeting as amended.

Ms. McCreven

Second by Ms. Stein

Ms. McCreven requested that on the last page, last bullet “fire” be changed to “file”.

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The Committee reviewed each members top five candidates. The majority of members believed that while the architectural firm is important the more crucial component is the engineering firm identified as part of the team. It is important the selected firms have a proven track record; are reliable, fiscally sound, and have an experienced team. This is a small-scale project that requires coordination, detail and expertise in renovation and would not be considered a full-time project for any firm. There was a general consensus that a small to medium-sized firm would be optimum for this project.

MOTION #2 – SHORT-LIST SELECTION

Move that Tai Soo, Newman, Oak Park and Moser Pilon be the firms selected for shortlist.

Ms. McCreven

Second by Mr. Buda

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Interview Questions

The questions prepared by Mr. Zettergren were reviewed. It is crucial that firms understand the building will be fully occupied during the renovation and present a comprehensive plan incorporating building utilization in their presentation. The Committee added the question:

Describe how you would phase construction of this project knowing that the building will be occupied during construction and how you have handled this in the past.

It was suggested that Questions 5 and 6 be combined. The Committee agreed the list of questions would remain intact with a total of 10 questions. The format for each interview will consist of 30 minutes for presentation and 15 minutes for Q&A. Firms will be provided with the list of questions prior to the interview.

Interview Rating Sheet

It was agreed that a weighted rating sheet would not be utilized. This is a qualitative decision and it is important to rate qualifications separate from financial factors.

Meeting Schedule

Each firm will receive the RFP the evening of their interview and will be required to be submit it on October 16, 2009. The Committee will meet on October 21 at 6:30 PM to review the RFP's and select a finalist. An extensive reference check will be conducted the week of October 26. A recommendation for endorsement by the BOE will be made at their meeting on November 2, 2009. A recommendation for hire and expansion of scope will also be presented to the Board of Selectmen at their meeting on November 10. A contract will be negotiated and with hiring completed by the end of November.

Request for Proposals (RFP)

It was agreed that the boiler replacement component would be incorporated into the RFP document. Each firm will be required to provide the additional fee attached to the boiler replacement as a separate and distinct cost. The specifics will be incorporated into the scope of work and written in the text of the AIA document.

MOTION #3 – RFP APPROVAL

Move that we approve the RFP document as submitted with the minor modifications suggested from Messrs. Barkin and Estra.

Mr. Buda
Second by Ms. Stein
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Alternate Financing Document

Ms. Stein reviewed language modifications inclusive of deliverables; submission requirements, time schedules and length of time for each step, attendance at BOS meetings etc. Additional changes included the following:

- Keep insurance requirements.
- Add to document “invitation to bid, bid form and bid statement (language from RFP)”.
- Separate grant application and align with scope of services, perhaps group them together.
- Under inspections delete “commissioning” we want to hire a commissioning agent separate from the architect and engineer.

It is anticipated this document will be finalized and submitted to the Board of Education at their November 2 meeting.

Should the selection process timetable outlined above be adhered to, the Committee anticipates meeting with the “architect of hire” to begin the design process on November 18 at 6:30 PM.

ADJOURN: (9:04 PM)

Mr. Barkin
Second Mr. Estra
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