

A meeting of the Building Committee was held on Thursday, December 17, 2015 at 6:30 pm in the LMC of Nonnewaug High School, 5 Minortown Road, Woodbury, Connecticut.

Present: Committee Chair John Chapman, committee members JP Fernandes, Gary Michell, Don Fiftal, Janet Morgan, Andie Greene, Alan Rubacha, Robert Piazza, Brian Peterson, Tom Hecht, Matt Cleary.
Unavailable to attend: Robert Halgreen, Kurt Lavaway and George Bauer

Also present: Superintendent Anna Cutaia-Leonard, Wayne McAllister, Alice Jones, Bill Nemec, Mike Molzon, one additional community member, two members of the press, and clerk Deb Carlton

Mr. Chapman called the meeting to order at 6:45 pm.

He reviewed the process to be followed for selection of architect. Each of the 6 firms submitting proposals will be looked at independently, and scored on 6 criteria which were provided to the group in a handout. During this part of the process, prices will not be considered. A short list will be developed out of the scoring, and presentations will be made to the committee by those firms. At the conclusion of the 4 presentations, the prices will be shared.

Mr. Chapman stressed that qualifications based selection is a process that is not dictated purely by lowest price and will be followed during the selection of professional architectural services.

He suggested members have their scoring ready at the 12/22 meeting; then, the group will see whether there is consensus on a top 4. Those 4 will be contacted and asked to present on 1/5. After 1/5, references will be vetted, and a choice will be presented to the Board of Education likely on 1/19.

Mr. Rubacha asked whether emailing scores to Mr. Chapman would be helpful, and was told it would.

Mr. Greene asked whether the 6 firms will be notified that a short list will be determined on 12/22 with presentation on 1/5, and was told they would.

Mr. Piazza asked about scoring and was told to rank from 1-6, with 6 being the best.

Mr. Fiftal asked whether ratings should be based on the packets submitted only, without the bias of prior knowledge about any of the firms. Mr. Chapman felt that an experience profile relevant to the scope of work in the RFP for Region 14 (renovate to new, extensive field work, auditorium overhaul) should be considered. He stressed, also, that this is mainly an interior design project; exterior design is not a major design feature.

Asked whether any of the firms requested a walkthrough so far, Mr. McAllister responded that only Newman had. They were here for about 3 hours.

The timeline was described as: 12/22 select 4 firms; 1/5 short list to present to the committee; 1/19 the committee will meet prior to the BoE meeting to review reference checks and to decide on a recommendation to bring to the board that night. It was decided that the committee would also meet at BES that night, at 6:30 pm. On 2/2 the firm chosen will be introduced at the BoE meeting.

After that, OPM services will be determined. Mr. McAllister has a draft RFP that he will circulate to the committee. In January, solicitation for OPM will begin, with responses expected by the end of January. The architect will be able to be involved in this.

Mr. Chapman hopes by March 1st to have the architect and OPM set. Construction manager will follow. A formal schedule will be emailed to the group.

The meeting concluded shortly after 7:00 pm

Respectfully submitted,

John Chapman, Building Committee Chair