

**Town of New Fairfield
Permanent Building Committee
4 Brush Hill Road
New Fairfield, CT 06812**

MINUTES

Special Meeting

Wednesday, November 13, 2017 at 7:30 p.m.

New Fairfield Community Room

33 Route 37 North

New Fairfield, CT

Members Present: George Martignetti (Chair), Ann Brown (arrived 7:50 p.m.), Mike Del Monaco (Vice Chair), Don Kellogg, Ed Sbordone (Alternate)

Members Absent: Dominic Ricci (Alternate)

Others Present: Phil Ross (BOE Director of Buildings and Grounds), Rich Sanzo (BOE Director of Business and Operations), Scott Pellman (Senior Project Manager, Colliers Project Leaders)

Call to order

A quorum being present, Chairperson Martignetti called the meeting to order at 7:33 p.m. In light of the current regular member vacancy, Mr. Martignetti moved that Mr. Sbordone be elevated to the status of regular member for the duration of the meeting. Mr. Kellogg seconded. The motion was carried by a vote of **3-0-0** (Ms. Brown not yet having arrived.)

Opening Public Comment and Participation

None.

Correspondence and Announcements

None.

Approval of Minutes

Chairperson Martignetti moved that the minutes of the Committee's special meeting of November 6, 2019 be approved as circulated. Mr. Kellogg seconded. The motion was carried by a vote of **4 -0-0** (Ms. Brown not yet having arrived.)

Old Business

- **School Projects**

- **Request for Proposal for Architectural and Engineering Services**

- Pursuant to the short listing of four architectural firms at the November 6th meeting, the Committee undertook the finalization of a request for proposal (RFP) for architectural and engineering services. Dr. Sanzo noted that the RFP included an updated master project

schedule, as prepared by Colliers Project Leaders. Committee members suggested clearer articulation of the following provisions:

- As it is anticipated that on-site septic systems will be impacted by the proposed projects, the architect shall carry qualified professional services to accommodate the re-design of said systems and design of temporary septic systems, as needed.
- The replacement of displaced athletic fields will be part of the High School project.
- The replacement of the bus lot will be part of the Learning Academy project.

These last two provisions exemplify the importance of emphasizing that the High School and the Learning Academy are separate projects, with separate budgets and distinct state reimbursements, and will be managed as such. Therefore, it is imperative that the architect have demonstrated experience with the Connecticut Department of Administrative Services Office of School Construction Grants and Review.

Subject to the incorporation of the aforementioned amendments, Chairperson Martignetti moved that the RFP be accepted. Mr. Del Monaco seconded. The motion was unanimously approved (5-0-0.)

After consultation with the Committee, Dr. Sanzo and Mr. Pellman delineated the final architect selection schedule as follows:

RFP Issue Date:	November 14, 2019
Mandatory Site Walk-through:	November 19, 2019 at 10 a.m. starting at the high school site
Question Deadline:	November 22, 2019 at 4:00 p.m.
Written Proposal Deadline:	December 6, 2019 at 2:00 p.m.
Fee Proposal:	Shall be brought with the firms and submitted at the interviews
Interviews:	December 10, 2019, beginning at 5:00 p.m.

At the mandatory site walk-through, architects will be accompanied by Mr. Ross, Dr. Sanzo and representatives from Colliers.

The four firms that have been invited to submit RFP's are Friar Associates Inc., JCI Architecture, QA&M Architecture, and the SLAM Collaborative. Firms will be interviewed in alphabetical order to avoid the appearance of favoritism.

Request for Qualifications and Request for Proposal for Owner Project Manager
Mr. Perlman left the meeting at 7:55 p.m., prior to the commencement of this discussion.

After consultation with the Committee, Dr. Sanzo delineated the final OPM selection schedule as follows:

RFP Issue Date:	November 14, 2019
Site Walk-through:	November 20, 2019 at 1:00 p.m., starting at the high school site
Question Deadline:	November 22, 2019 at 4:00 p.m.
RFQ/RFP Due:	December 2, 2019 at 12:00 noon

Short-list OPM:
Interviews:
OPM Notification of Award:

December 3, 2019 at 7:30 p.m.
December 17, 2019, beginning at 5:00 p.m.
December 18, 2019

Committee members requested the following amendments:

- The minimum and preferred qualifications should state that it is preferred that the project leader is a licensed and registered engineer in the State of Connecticut.
- Evaluation criteria should include "experience with" rather than "awareness of" environmental regulations.
- Evaluation criteria should include experience and coordination with utility companies for the relocation of electrical poles, lines, feeds, etc.
- Evaluation criteria should clarify that, in the spirit of CT General Statute 10-287, the Town shall determine the four most responsible, qualified proposers to interview on the basis of the RFQ's. While OPM submissions will include fee proposals, they will remain sealed until after the short list is compiled.
- The "stop work" provision in the scope of services limitations should be deleted pending exploration of stop work parameters in the OPM interviews.

Chairperson Martignetti moved that the OPM RFQ/RFP package as amended should be approved. Mr. Kellogg seconded. The motion was unanimously approved (5-0-0.)

• **Town Buildings Inspections**

Chairperson Martignetti will meet with Lloyd Decker, New Fairfield Superintendent of Buildings, on November 15, 2019, in order to develop a building inspection schedule. The target date for completion of all inspections is December 15, 2019, in order to facilitate the January determination of the 2020 maintenance budget and planned capital expenditure. Mr. Martignetti will report back on this issue at the next meeting.

Old Business

None.

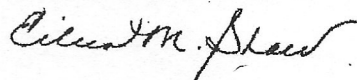
Closing Public Comment

None.

Adjournment

Chairperson Martignetti moved to adjourn the meeting at 9:09 p.m.; Ms. Brown seconded. The motion was carried unanimously (5-0-0.)

Respectfully submitted,



Eileen M. Shaw
Recording Secretary