

Greenwich Board of Education
Minutes of the New Lebanon Building Committee Meeting
Subcommittee on RFP and Contracts

DATE: February 1, 2017

LOCATION: BOE, Second Floor Facilities Room

TIME: 9:00 am

Subcommittee Members Present:

Clare Kilgallen - Subcommittee Chairwoman
Patricia Baiardi Kantorski - Clerk
Brian Harris via phone
Steve Walko - NLBC Chairman
Absent: Jake Allen

Ex-Officio Members Present:

Nick Macri (P&Z)

1. Call the meeting to order

- a. The subcommittee was called to order by Clare Kilgallen at 9:00 am.

2. Update of Clerk-of-the Works RFP & Contract

- a. The subcommittee discussed the draft of the Clerk-of-the Work's RFP & Contract. Clare Kilgallen noted that she met with Eugene Watts, GPS Purchasing Department's Senior Buyer, to review and comment on the Clerk-of-the Work's draft document.
- b. Clare Kilgallen said this RFP is similar to prior RFPs issued as far as references to state and funding subjects.
- c. The committee discussed the proposed Clerk-of-the Work's fee. Brian Harris weighed-in with detailed types of typical fee structures that could be used.
- d. There were further discussions regarding Exhibit D: Fee Schedule. Brian Harris said do some research and get back to the committee regarding options and his recommendations.

- e. The committee discussed Exhibit A: Scope of the Clerk of the Works Services. Clare Kilgallen said after receiving Brian Harris's edits she will revise the RFP accordingly and email it to the members for their review.
- f. The following sections of the Clerk-of-the Work's RFP were discussed:
 - Item #2. Scope of Service - Clare Kilgallen said one of the duties of the Clerk-of-the Work's was to process invoices from the CM, CA & TSKP Studio and present them to the NLBC.
 - Item #3. Qualifications - The subcommittee decided to add that the Clerk-of-the Work should have experience with school building projects of the scope & size of the New Lebanon School project as well as LEED experience.
 - Item #4. Requirements for Response to Request for Qualification - The subcommittee decided to add that the Clerk-of-the Work should have experience with CT educational projects with state grant reimbursement and that New Lebanon would be a priority for them. It was decided that the applicants will be able to view the CD prior to submitting their bid at the Purchasing Department.
 - Item #6. Selection/Evaluation Process - The committee raised concerns regarding the number of most responsible qualified proposers.

3. **Approval of the 8/31/16 Meeting Minutes**

- a. **A Motion was made** by Clare Kilgallen and seconded by Steve Walko **to approve the Minutes of Meeting for 8/31/16.** The motion was approved with a vote of 4-0-0. Jake Allen was absent.

4. **Discussion of Next Steps**

- a. The Subcommittee discussed the date to which the Clerk-of-the Work's RFP & Contract will go out to bid.
- b. Clare Kilgallen informed the subcommittee that Eugene Watts will provide the Clerk-of-the Work's Scope of Work concerning the Town of Greenwich processes for invoicing and payment including input from the GPS Accounting Manager.
- c. Clare Kilgallen noted that updates to the CA and Clerk-of-the Work's RFP & Contracts since the last subcommittee meeting were discussed at the full NLBC meetings and included in their meeting minutes.

5. **Adjourn**

- a. Clare Kilgallen adjourned the meeting at 10:10 am.

