

Greenwich Board of Education
Minutes of the New Lebanon Building Committee Meeting
Subcommittee on RFP & Contract for Architectural & CM Services

DATE: Monday, October 19, 2015

LOCATION: Town Hall, Gisborne Room

TIME: 7:10-8:20 p.m.

Subcommittee Members Present:

Stephen Walko - Chair
Patricia Baiardi Kantorski - Clerk
Clare Kilgallen
Nick Macri (P&Z Commission)
Brian Harris
Jake Allen

This meeting was called to order by Stephen Walko at 7:10 p.m.

Discussion on Request for Proposal (RFP) / Request for Qualifications (RFQ) for Construction Manager (CM) Services

1. The following documents were distributed and reviewed: Sample RFP/RFQ from New Gilford High School, AIA Documents A133 - 2009 Standard Form of the CM Contract, E202 - 2008 Building Information Modeling Protocol Exhibit and E201 - 2007 Digital Data Protocol Exhibit.
2. The Subcommittee reviewed the CM Agreement for Nathaniel Witherell.
3. The Subcommittee discussed a Guaranteed Maximum Price Contract, bifurcating the contract, defining the selection criteria and if the CM should be pre-qualified.
4. The Subcommittee discussed the Scope of CM Services and how to score the CM firms.
5. It was discussed how a Guaranteed Maximum Price Contract protected the public from the project going over budget.
6. The Subcommittee discussed two ways for the architect to work with the CM. One way is to have the architect design the project and then the CM estimate the design. The other way is to design the project to the budget with the architect and CM working together. It

was agreed that the most successful way was to have the architect work with the CM as early as possible.

7. The Subcommittee also discussed whether the school should achieve either a Gold or Silver LEED certification and that the building will be environmentally friendly, cost efficient and energy efficient.
8. The need for a Commissioning Agent (CA) was also discussed. The CA would be independent from the architect and CM. Their responsibilities would be energy modeling, testing and balancing of the mechanical systems. The CA needs to have experience with The Office of School Construction Grants in CT.

Follow-up for next meeting

9. Clare Kilgallen will organize the CM Contract and email it to the subcommittee members for their review. Clare will also get a copy of an example of the Town's Boiler Plate CM Contract.
10. Brian Harris will organize the CM RFP/RFQ and email it to the committee member for their review.

Approval of the August 28th and October 5th Meeting Minutes

11. Ms. Kilgallen made a motion to approve the 8/28/15 & 10/05/15 Subcommittee Meeting Minutes. The subcommittee voted unanimously to approve the meeting minutes.
12. Brian Harris moved to adjourn the meeting and Clare Kilgallen seconded it at 8:45 pm.