

# **Greenwich Board of Education**

## **Minutes of the New Lebanon Building Committee Meeting**

**DATE:** Wednesday, December 2, 2015

**LOCATION:** Havemeyer Board Room

**TIME:** 7:00–8:00 pm

**Committee Members Present:**

Stephen Walko – Chair  
Bill Drake – Vice Chair (BET)  
Patricia Baiardi Kantorski – Clerk  
Dean Goss  
Clare Lawler Kilgallen  
Peter Bernstein (BOE)  
Jake Allen

**Ex-Officio Members Present:**

Drew Marzullo (Selectman)  
Laura Erickson (BOE Chair)  
Nick Macri (P&Z Commission)  
Will Schwartz (DPW)  
Tony Turner (RTM)

**Others Present:**

Eugene Watts (Sr. Buyer – BOE)  
Jame Hricay (MDO – BOE)  
Barbara O’Neil (BOE)

- 1) Meeting was called to order by Stephen Walko at 7:00 PM
- 2) Status of Construction Manager’s RFP & Contract was discussed
  - a. Proposal packets were distributed to members by James Hricay and Eugene Watts.
  - b. RFP went out to approximately 20 CM’s , 4 qualified responses were received.
  - c. Interviews are scheduled for December 14<sup>th</sup>. The committee will vote on December 16<sup>th</sup>.

1. The Committee will meet at 8:45 am and the interviews will begin at 9:00 am in the Havemeyer Board Room at the BOE.
  2. The information will be posted.
  3. Tai Soo Kim will be invited to attend the interviews.
- d. Clare Kilgallen asked about checking references before interviews, however that information may not be available until the day of interviews.
- e. Eugene Watts has been in touch with the Town Law Department regarding understanding the interview process, as well as the proper process for notifying potential vendors.
- f. Eugene Watts explained the difference of RFP vs. RFQ.
1. If you go out to bid, the bid is open to the public, the name of the bidder and the price must be read.
  2. If you go out for proposal, only the name of the firm that submitted the proposal has to be read.
    - a. Proposals are not based on the lowest bid, but rather lowest qualified proposal. Qualified means that they meet a particular criteria.
- g. Questions regarding Construction Manager bids were raised.
1. A question was asked if the fees can be negotiated after the fee structure is received. Eugene Watts answered that only once a firm is accepted can the fee be negotiated.
  2. A question was asked about the guaranteed maximum prices and how that works with the subcontractors. The answer was that all the subcontractors are publicly bid and the lowest bid would need to be accepted as long as they can meet the scope of the work and are qualified.
  3. Who handles the bidding of the subcontractors? The answer was that the Construction Manager would handle the bidding while adhering to the BOE and State procedures, including the new State laws.
- h. Interviews for CM
1. The subcommittee will be tasked with the responsibility of the due diligence and the questions to be asked of the

interviewees. The process will be similar to the architect's selection process. The Subcommittee will also consult the Town Law Department.

2. Lunch will be ordered through Greenwich High School Café. Barbara O'Neill will handle ordering the food.

### 3) Update by Timeline Subcommittee

- a. Jake Allen will communicate with Christine O'Hare from Tai Soo Kim's office to proceed with the timeline.

### 4) Update by Communications Subcommittee

- a. Laura Erickson accepted the request for her to be the new Chairman, with Barbara O'Neill's assistance.
- b. Stephen Walko asked Laura Erickson to prepare the next Quarterly Report for approval at the December 16<sup>th</sup> meeting.
- c. There has been a lot of discussions with Tai Soo Kim regarding moving the design North and West. An updated site plan with overlay was shown with staging area and staging area if occupants moved out. Perspectives were also shown of how the two options would look from the field.
- d. There are restrictions to locating the building further North. They include setbacks from the road, encroaching onto the playing field and may require further remediation.
- e. Suggestions were made to consult with the Parks and Recreation Department concerning locating the school building closer to the playing field and how it would effect the use of the field.
- f. Tai Soo Kim plans to schedule a meeting with P&Z and GFD to ask what they will need with respect to the building committee and the Schematic Design drawings.
- g. The Town Attorney John Wayne Fox clarified the MI Process:

1. Mr. Fox sent a memo stating that there isn't any practical difference between an amendment and a new MI. Mr. Fox further stated that he would prefer to make a new MI, but either way the process and the outcome would be identical.
- h. The Board of Selectman sent a letter commenting on the school site plan to Laura Erikson, the NLBC and BOE with four concerns.
- i. Clare Kilgallen suggested that a Question and Answer document were created. She offered to draft one up and requested that everyone email her any questions and concerns expressed by the public.

#### 9) Discussion of Next Steps

- a. Board of Education will vote on accepting or rejecting Option 1 on their December 3, 2015 meeting.
- b. The next regular NLBC meeting is scheduled for Wednesday December 9<sup>th</sup> at 8 AM. If it is deemed that there isn't anything to discuss, then the meeting will be cancelled. However, it may be good time to go review the process for the CM interview, including questions on the 14<sup>th</sup>. Owners Rep and Commissioning agent information also to be discussed with Tai Soo Kim.
- c. Meeting on the evening of the 16<sup>th</sup> to vote on the CM.

#### 10) Approval of Minutes

- a. Minutes for October 28<sup>th</sup>, November 4<sup>th</sup> and November 11<sup>th</sup> were presented and a motion to approve was made by Dean Goss and Seconded by Peter Bernstein. The committee voted unanimously to approve these minutes.
- b. November 16<sup>th</sup>, 18<sup>th</sup> and December 2<sup>nd</sup> meeting minutes will be presented at the next meeting.

11) Meeting was adjourned by Mr. Walko at 8:04 p.m.