

Greenwich Board of Education
Minutes of the New Lebanon Building Committee Meeting

DATE: Wednesday, August 12, 2015

LOCATION: Havemeyer Board Room

TIME: 8:00-9:00 a.m.

Committee Members Present:

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

Ex-Officio Members Present:

Jake Allen (RTM)
Nick Macri (P&Z Commission)
Will Schwartz (DPW)
Tony Turner (RTM)

Others Present:

James Hricay (BOE Managing Director of Operations)
Ronald Matten (BOE Director of Facilities)

The meeting was called to order by Stephen Walko at 8:00 AM

Discussion and Vote on RFP for Architectural Services

- After a meeting at the Town Hall involving Mr. Walko, members of the subcommittee, the legal department at Town Hall and the Purchasing Department from the BOE, there was question regarding if the RFP should be sent out as RFQ
 - o During this Town Hall meeting it was confirmed by the legal department it would be unnecessary to send the RFP out as an RFQ because there is no bidding process but rather a request for proposals
 - o Mr. Walko passed out copies of documents from purchasing and revised RFP for review

Discussion of Schedule (All Dates Subject to Change)

- RFP expected to be released by August 13, 2015
- August 19, 2015 a mandatory walk through for architects submitting a proposal will be conducted at 3:30PM
- Questions from architects to be submitted to the committee by August 24, 2015 and answers will be provided by August 25, 2015
 - o Point person to handle technical questions will be selected
- Proposals due August 27, 2015 by 10am
- August 28, 2015 hard copies will be available for committee members
- Soon after August 27, 2015, the committee is to begin the interview process in order to submit their architect selection to the Board of Education for approval
- For September 2, 2015, Mr. Walko proposes a committee meeting in order to narrow down the number of architects who will undergo the interview process and then hold interviews on September 9, 2015
 - o Mr. Turner poses the question will there be scoring sheets for the architects?
 - Mr. Walko confirms that the Purchasing Department of the Board of Education have a document that is typically used
- For the September 16, 2015 Building Committee Meeting, the proposed plan is to make the selection of 1 architect to submit to the Board of Education for their September 24, 2015 meeting
- Desire for contract to be finalized by the 25th of September
- Ms. Kilgallen confirmed future dates on current timeline chart and will make further changes on the project schedule for the next year. This includes modifying the wording “Town submits final ed49 application submitted” and “PCP test is subject to State approval Office of School Facilities”
- Upon a Motion by Mr. Drake to approve the RFP as amended, the motion was seconded by Mr. Harris and voted 6 in favor, none opposed

Discussion and Approval of July 15th and July 31st Meeting Minutes

- Ms. Kilgallen requests the spelling change of Tegal to Teagle for the July 15, 2015 minutes
 - o The committee voted unanimously to approved the July 15, 2015 minutes as amended
- Upon a Motion by Mr. Walko, the July 31, 2015 minutes were approved 6-0.
- The meeting was adjourned by Mr. Walko at 8:00 a.m.