

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

**DATE:** Tuesday, August 18, 2015

**LOCATION:** Havemeyer Board Room

**TIME:** 7:00-8:30 p.m.

**Subcommittee Members Present:**

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

This meeting was called to order by Stephen Walko at 7:00 p.m.

1. The RFP Sub-Committee reviewed and discussed Option D Revised.
2. The Subcommittee Meeting Minutes of 7/22/15 were approved.
3. The RFP Sub-Committee reviewed the AIA Document B101-2007 Amended.
4. The RFP Sub-Committee discussed how to score the architectural firms. Brian Harris said he would put together 5 questions to be used by the full committee.
5. Steve Walko will ask the BOE to review the architect's qualifications.
6. The sub-Committee discussed the schedule and decided the following:
  - a.) Mandatory Walk-thru at 8/19/15
  - b.) Submissions due 8/27/15 or the 28th
  - c.) Meeting to select finalists 9/2/15
  - d.) Interviews 9/8/15
  - e.) Possible final selection of architect 9/9/15
  - f.) Send recommendation to BOE for their 9/10/15 meeting to be voted on.
7. Brian Harris will distribute via email the Score Card to all members.

8. Nick Macri will make a list of questions by the 8th.
9. The subcommittee will select the order of the interviews by lottery.
10. The RFP subcommittee discussed the amount of time each interviewee will have and decided the following: Presentation - 20-30 min. max., Q & A - 15 mins and 15 mins. for the committee to discuss the interview.
11. The subcommittee discussed best location for interview and if Town will provide power point presentation equipment. Clare Kilgallen will find out from Eugene Watts if this equipment is available.
12. Discussions followed concerning the contract form used and the Town Law Department review process.
13. The meeting was adjourned at 8:45 pm.