

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

DATE: Wednesday, July 22, 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

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

1. The RFP Sub-Committee reviewed and discussed the RFP for Architectural Services document which was provided to the NLBC by the BOE.
2. In advance of the meeting, the entire NLBC was invited to provide comments to the RFP Sub-Committee. Edits and all changes received by the meeting were reviewed.
3. The RFP Sub-Committee made the following revisions :
 - a. Roles were added to be required in the composition of the firms' design teams for the project
 - b. Cost estimate, LEED tracking, and quality assurance/quality control points were added
 - c. Rather than have firms quickly create and submit conceptual design in a short time frame, the RFP Sub-Committee instead will require firms to provide five examples of prior public building work with an emphasis on K-12 school experience.
 - d. The project dates will be updated to reflect accurate dates.
4. The edits from this meeting will be circulated to the RFP Sub-Committee for review.
5. Thereafter, the RFP will be sent to the NLBC Chairman for his circulation to and review by the Town Attorney's office and the BOE's Purchasing Department.
6. Adjourn at 8:30 p.m.