

Greenwich Board of Education
Minutes of the New Lebanon Building Committee Meeting
Subcommittee on RFP and Contracts

DATE: Wednesday, March 23, 2016

LOCATION: Havemeyer Board Room

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

Subcommittee Members Present:

Steve Walko - Chair NLBC
Clare Kilgallen - Subcommittee Chairwoman
Patricia Baiardi Kantorski - Clerk
Nick Macri (P&Z)
Brian Harris
Jake Allen

Others Present:

Wayne Fox - Town Attorney
Christine Chipman - Shipman & Goodwin (outside council)
Eugene Watts (BOE-Senior Buyer)
Ron Matten (DOF-BOE)

1. Call the meeting to order

- a. The meeting was called to order by Steve Walko at 7:00 pm.

2. Discuss Commissioning Agent RFP & Agreement

- a. Steve Walko discussed the drafting of the Commissioning Agent's contract for the project and for the Town to use as a template. Mr. Walko said this approach to the work would be an added benefit to the Town so the next school committee doesn't have to reinvent the wheel.
- b. Steve Walko said the Town had heavily revised the AIA107 Agreement in the past. Mr. Walko expressed that he thought it was best to use a non-AIA Agreement, but use the AIA 'Terms & Condition' as a template. Mr. Walko also tasked the subcommittee with writing the 'Scope of Work' for the Commissioning Agent to be included in the agreement.
- c. Steve Walko discussed the the State and Town insurance requirements for the Commissioning Agent as well as the LEED requirements for certification.

- d. Mr. Walko said the Commissioning Agent was a third party and would work directly with the Town.

3. Discuss Owner's Representative RFP & Agreement

- a. Steve Walko discussed the scope of work the Owner's Representative (Clerk-of-the Works) would be performing. Mr. Walko said Owner's Representative would also handle the paperwork for the State Reimbursement.
- b. Steve Walko said the subcommittee should write the contract so it is fair to both the Town and the Owner's Representative. Mr. Walko said once the bid is accepted there should not be any negotiations of the Terms and Conditions.

4. Approval of the Minutes of the Meeting

- a. Approval of the 1/06/16 Meeting Minutes were postponed until the next meeting.

5. Discussion of Next Steps

- a. Steve Walko instructed the subcommittee to work off the Towns documents for the RFPs.
- b. Steve Walko told the committee Eugene Watts would put the Public Notice in the paper for all RFPs.
- c. Ron Matten suggested that there may be a lot of interest in the project.
- d. Steve Walko said the bid costs would be confidential until after the NLBC selects the contractors.
- e. Mr. Walko also said all subs used by the Owner's Representative or Commissioning Agent must be in the bids.

6. Adjourn

- a. Steve Walko adjourned the meeting at 8:00 pm.