

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

DATE: Tuesday, August 23, 2016

LOCATION: Havemeyer Board Room

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

Subcommittee Members Present:

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

Others Present:

Eugene Watts (BOE-Senior Buyer)

1. Call the meeting to order

- a. The subcommittee meeting was called to order by Clare Kilgallen at 8:00 am.

2. Discuss Commissioning Agent RFP proposals

- a. Nick Macri discussed the RFP proposals and identified his top four choices for the Commissioning Agent (CA). He said they were Collier International, CES, Horizon Engineering (HEA) and Innovating Engineering Services (IES). Brian Harris, Clare Kilgallen and Patricia Kantorski said that these were their top four choices as well.
- b. The committee discussed the proposed costs and made comparisons.
- c. The committee then discussed the scope of work, schedule, experience, approach, LEED and State grant experience for each of the selected firms.
- d. Brian Harris and Clare Kilgallen said they will ask TSK what their experience has been with these four firms.
- e. The subcommittee agreed that it was important to hire a Commissioning Agent because it is a second set of eyes on the project and a State requirement.
- f. Brian Harris asked Eugene Watts to review IES's proposed fee. After a phone call to IES Mr. Watts informed the committee that IES said the fee they submitted was

incorrect. Although IES wanted to change their proposed fee, bidding requirement prevents bids to be changed once they have been opened and IES bid was disqualified.

- g. **A Motion was** made by Brian Harris and seconded by Clare Kilgallen **to limit the potential CA to Collier International, CES and Horizon Engineering (HEA) for background and references.** The motion was approved 5-0-0.

3. **Discuss Clerk-of-the-Works RFP & Agreement**

- a. The committee discussed the RFP & Agreement for the Clerk-of-the-Works. They also discussed the timing of hiring the Clerk-of-the-Works.
- b. Brian Harris said he would ask TSK for their input regarding their experience working with a Clerk-of-the-Works.
- c. Clare Kilgallen gave the subcommittee a draft copy of the Clerk-of-the-Works RFP and Agreement. Ms. Kilgallen asked the committee to read the copies and submit their comments as soon as possible.

4. **Discussion of Next Steps**

- a. Clare Kilgallen said the next steps are to interview the three CA selected by the committee and call their references. The subcommittee members will call three end uses for their input on their experience working with each firm.
- b. The subcommittee will make their recommendation to the full committee before the firms are interviewed as to which CA firm the subcommittee choose as the best firm to work on the project.

5. **Adjourn**

- a. Clare Kilgallen adjourned the meeting at 9:00 am.