

Building Committee

April 6, 2009

Members present: Bill Currin, Betsy Gara, Gary Sawicki, Bob Monthei, Hans Pedersen
Also present: Rob Francis, Ron Melnik, Susan Viccaro, Ted Lombardo

The meeting was called to order at 6:31pm.

Bob made a motion, second by Hans to approve the minutes to the meeting of March 11, 2009. Bill, Bob, and Hans voted yes. Betsy abstained.

Update on Roofs and Wells: Bill said a notice for the wells was published in the paper on March 31st. Nine companies attended the mandatory walk-thru held today. The RFQ & RFP's are due in to the office on April 17th. The legal notice for the roofs has not been posted yet but will be soon. It is still being reviewed by the lawyers.

Review of QBS Questionnaire: Ron said that 10 RFQ's & RFP's for architectural services were received for the athletic complex. The Committee must decide who to interview through the QBS process. One company has been eliminated because they did not submit a RFP.

Bill reviewed the evaluation sheet with members and told them to ignore the questions on cost and references. Those questions will be answered after the initial phase is completed.

Each committee member will review all of the RFQ's and complete an evaluation form on each firm. The evaluations will be tabulated next week in a spread sheet.

The Committee will meet again next Tuesday night at 6:30pm in the Superintendent's office to review the evaluations and to select potential firms for interview. Once a "short-list" is compiled then reference checks will be done on the firms selected. Interviews will be held on Monday, April 20th and Tuesday, April 21st (if needed).

Bill said that going forward he would like the Committee meetings to be held on Tuesday evenings.

Bill asked members to be thinking about potential interview questions as they go through the proposals and to make a note of it.

The only votes that count will be from Committee members, but Bill would like to have Ron, Rob, Ted and Sue review them and give their opinions at the next meeting as well.

The financial packets (RFP's) will only be opened on the packets that are selected for interview, otherwise they will be sent back to the firms unopened.

Ron said the bonding for the projects will take place on June 24th at 9am.

Bill said the committee is currently down two members. Sue and Ron are looking for one or two people to replace them. Bill would also like to be able to form an executive subcommittee to be able to make executive decisions when necessary on a short term notice.

Ted asked if the committee is considering hiring a project manager like we had for the other building projects. We had great success with the person who ran the last project and if he is available and if the budget can afford him, people would like to have him back.

The meeting adjourned at 7pm.

Respectfully submitted,

Sue Gaudreau