

Public Safety Facility Renovations Planning Committee
7:00 P.M. Thursday, May 7, 2009
Durham Fire House

Minutes

In Attendance

David Heer, Andy Meiman, Frank Behrens, Chris Flanagan, B.J. Joyce, Pete Lowe, Ed Mik Jr, Duncan Milne, Tom Wilt, Sue Wimler, Scott Wright

Absent - Harry Hall, Francis Willett

Public Attendance - None

1. **Call to order** – 7:00 p.m.
2. **Approval of the Agenda**
Motion to approve: Ed Mik, Jr Second: Duncan Milne
Agenda approved on a voice vote.
3. **Approval of the Minutes**
Motion to approve April 16, 2009 minutes: Ed Mik, Jr. Second: Pete Lowe
Minutes approved on a voice vote.
Motion to approve April 30, 2009 minutes: Ed Mik, Jr. Second: Pete Lowe
Minutes approved on a voice vote.

General Discussion

RFP

The final revisions on the RFP document were reviewed. Duncan Milne had a question about item VII, Fee Structure, regarding percentage versus dollar amounts. As identified in the document, the fee is based on a percentage of the construction cost.

Scott Wright asked if the Committee should consider requesting that firms submit a limited number of print copies of their proposals in lieu of .pdf files or other electronic copies. After some discussion, the Committee agreed to leave the reference in the RFP unchanged.

Duncan Milne questioned the reimbursables costs. The point was clarified by David Heer.

Final clean-up of the document (insert corrected dates, page numbers, removal of highlighted or colored text) will be done by Ed Mik.

The prior committee's report will be included as an exhibit attachment.

David Heer suggested that copies of the RFP should be posted in the EMS and Fire Company buildings for members' review.

Motion to accept the RFP with the final changes was made by Ed Mik, seconded by Frank Behrens. Motion passed unanimously on a voice vote, no abstentions.

Motion made by Ed Mik to forward the RFP to the First Selectman's office and be made available to the identified firms. Seconded by Frank Behrens. Motion passed unanimously on a voice vote, no abstentions.

Website changes

The listing of dates on the Committee's page on the town website should be amended. The date for opening part 2 of the RFP and final scoring should be changed from June 19 as listed, to June 18.

Meeting for Final Scoring and Opening of Bids

There was discussion about whether the meeting would be open or closed. The bids being submitted are for reimbursement of services. It was decided that the meeting would be left open.

Walk-through of the Main Street Parcels

David Heer will contact the First Selectman's office about making any necessary preparations of the structures prior to the walk-through.

4. New Business

Members were asked to consider a distribution of points to be applied to qualifications criteria for scoring. Members were also reminded to think of questions to be posed at interviews. These will be discussed at the next regular meeting.

5. Motion to Adjourn

Motion to adjourn: Frank Behrens, Second: Pete Lowe.

Meeting adjourned at 7:50 p.m.

Respectfully submitted,

Andrew Meiman

PSFRPC Co-Chair, acting recording secretary.