

Minutes are considered "DRAFT" until approved at next meeting

Minutes  
Farmington High School Building Committee  
Professional Partnership Subcommittee  
Friday, May 17, 2019  
Town Hall Council Chambers  
8:30 AM

**Present:**

Meg Guerrera  
Johnny Carrier  
Garth Meehan  
Kathy Blonski, Town Manager  
Kat Krajewski, Assistant Town Manager  
Tim Harris, Director of School Facilities  
Paul Cianci, Town Council Liaison

**A. Call to Order.**

The meeting was called to order at 8:36.

**B. Minutes.**

- 1) To approve the attached April 26, 2019 minutes.**  
Upon a motion made and seconded (Carrier/Meehan) it was unanimously VOTED: to approve the April 26, 2019 minutes.
- 2) To approve the attached April 29, 2019 minutes.**  
Upon a motion made and seconded (Meehan/Carrier) it was unanimously VOTED: to approve the April 29, 2019 minutes.

**C. To review and approve the Owner's Representative Interview process and questions.**

The committee discussed the length of the presentations and determined the following times were more suitable for the Owner's Representatives to present to the FHS Building Committee:

30 minute presentation  
15 minute Q&A by Committee

A question was added to the list of sample interview questions regarding State reimbursement and utility incentives.

The subcommittee discussed the following topics:

- The possibility of adding an Add/Deduct unit question. There was general discussion regarding the addition of this question. The committee determined that there will be an opportunity for these discussions later in the process, as this RFP is only for part 1 of the committee's charge.

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- There are no predetermined numbers. The numbers included in the RFP are just to ensure apples to apples comparisons of responses.
- Consistent messaging and communication around the process and how the committee is making their decisions.
- Communication to the architects when they are responding to the RFP. It was determined that the selected Owner's Representative will help the subcommittee communicate the necessary information.

Upon a motion made and seconded (Meehan/Carrier) it was unanimously VOTED: to approve the interview questions as amended.

**D. To continue the discussion on guidelines for the requested options for the Architect RFP.**

Paul Cianci informed the subcommittee that the Town Council discussed the buildings on the municipal campus at their May 14, 2019 meeting. It was the consensus of the Town Council to allow the architects to consider the entire municipal campus with the understanding that if the Town Hall or Library were to be removed the cost of reproducing them at their current level or better would need to be included in their proposal and that the Staples House would have to be moved and not demolished.

The subcommittee reiterated that the goal of this discussion was to see what designs the professionals can come up with in a competitive state utilizing the entire municipal campus.

**E. To review the attached draft RFP for Architectural Services.**

The subcommittee made the following edits to the latest draft of the RFP for Architectural Services:

- Page 1- it was determined that a mandatory walk-thru will be held as it provides an opportunity for the architects to see the facility and ask questions. It was noted to include the Owners Representative in the walk-thru.
- Page 4- Guidelines- maintain the current facility- add a hyperlink to relevant documents including NEASC, OCR reports, etc. to ensure those standards are met as a minimum.
- Page 4- Guidelines- New Building Option- On the Existing site: add the same language from the Town Council regarding the use of the municipal campus
- Page 4- Guidelines- New Building Option- Other Location: If another location is deemed appropriate by the site evaluation committee, ensure a fee structure is provided for a total cost (demolition of current facility if needed, utilities, etc.). If the site evaluation does not determine another location is suitable, this can be removed.
- Page 4- Understanding the Issues- this can be removed. The subcommittee feels this is already addressed in the statement of needs and in our guidelines for the three options.

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- Page 5- Project Approach- This can be removed as it is included in the technical approach.
- Page 5- Fee Proposal- The subcommittee agreed that all future planning proposals can be removed and only ask for pricing for phase 1/conceptual phase.
- Other items to include: The Town has the right to go back out to bid, and that the intellectual knowledge is ours to keep.

The subcommittee also had discussion regarding the terminology used for the phases of the project. It was determined that "part 1 of the FHS Building Committee charge" should simply be referred to as the "conceptual phase."

**F. Adjournment.**

The meeting adjourned at 9:37 AM.

Respectfully Submitted,

Kathryn Krajewski,  
Assistant Town Manager