

Minutes are considered "DRAFT" until approved at next meeting

Minutes
Farmington High School Building Committee
Professional Partnership Subcommittee
Monday, July 22, 2019
Town Hall Council Chambers
11:00 A.M.

Attendees:

Michael Smith

Garth Meehan

Johnny Carrier

Kat Krajewski, Assistant Town Manager

Tim Harris, Director of School Facilities

Beth Kintner, Town Council Liaison

Devon Aldave, FHS Building Committee Intern

Chris Cykley, Construction Solutions Group

Mark Garilli, Construction Solutions Group

A. Call to Order.

The meeting was called to order at 11:05 A.M.

B. Minutes.

1) To approve the attached June 27, 2019 minutes.

Upon a motion made and seconded (Carrier/Meehan) it was unanimously VOTED: to approve the attached June 27, 2019 minutes.

C. To review and approve the score sheet for the Architect RFP.

The subcommittee reviewed the Architect RFP score sheet and made the following changes:

- "Proven past performance on projects similar in scope" will be broken into three criteria reflecting the three conceptual options. Each will be worth a total of up to 10 points (30 points total).
- After "Demonstrates recent experience" add "with the State of Connecticut"

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- Remove "Provides a detailed fee proposal."
- With the changes listed above, the total score will now be out of 70.

Upon a motion made and seconded (Carrier/Smith) it was unanimously VOTED: to approve the Architect RFP score sheet as amended. The amended RFP score sheet is recorded with these minutes as Attachment A.

D. Other Business.

The subcommittee discussed the importance of defining the criteria of the conceptual design phase for the architects. The Owner's Representatives emphasized that providing more detail will ensure that the work of the architectural firms will reflect what the committee is looking for. The subcommittee agreed to remove the fee schedule from the RFP. Architectural firms will be shortlisted based on qualifications. Shortlisted firms will be given the criteria in order to provide a fee schedule. This change will be sent as an addendum to the architectural firms in addition to the questions and answers. It was decided that the Owner's Representatives will establish a list of items to include in the criteria, and the subcommittee will review and approve it at their next meeting.

The subcommittee also had general discussion about the architect RFP and the process. The Owner's Representative informed the subcommittee that they are in the process of setting up a meeting with Kosta Diamantis, Director of the State of Connecticut Office School Construction Grants & Review, to discuss reimbursement opportunities for the project. This information will assist the subcommittee in future discussions regarding the RFP and the overall process.

E. Adjournment.

Upon a motion made and seconded (Smith/Carrier) it was unanimously VOTED: to adjourn at 12:34 P.M.

Respectfully Submitted,

Devon Aldave, FHS Building Committee Intern

RFP Rating Form

INCORPORATED 1645



Name of Firm: _____

RFP Rating

Criteria	Maximum Points	Firm Score
Resumes of Key Personnel provided with experience and responsibilities clearly outlined.	10	_____
Discussion of school construction project process, well organized and presented in a clear, concise and logical manner.	10	_____
Demonstrated understanding of the overall project goal(s) and issues facing FHS. Provides discussions of possible solutions and identifies critical issues that could affect a successful outcome.	10	_____
Proven past performance on projects similar in scope to the maintain the current facility option.	10	_____
Proven past performance on projects similar in scope to the renovate in the existing footprint option.	10	_____
Proven past performance on projects similar in scope to a new building option.	10	_____
Demonstrates recent experience with the State of Connecticut Office of School Construction Grants and Review.	10	_____
Total	70	_____

Prepared By: _____

Printed Name of Committee Member

Signature of Committee Member: _____ Date: _____

