

Agenda
Farmington High School Renovation Committee
Wednesday, August 24, 2016
Farmington High School Library
4:30 PM

- A. Call to Order.
- B. Public Comment.
- C. Minutes.
 - 1) To approve the attached July 27, 2016 minutes. **(Attachment 1)**
- D. To discuss and approve the RFP Rating Form for the Owner's Representative RFP. **(Attachment 2)**
- E. To review the attached draft RFP for Construction Manager and finalize timeline for distribution. **(Attachment 3)**
- F. To discuss the timeline and process for the Owner's Representative and Construction Manager RFPs. **(Attachment 4)**
- G. Other Business.
 - 1) Site visit- September 14, 2016 at 11:30 AM
 - 2) Owner's Representative Interview Date- September 19, 2016 at 4:30 PM in FHS Library
 - 3) Visioning Dates- September 9th, 16th and 17th
 - 1. Marketing
- H. Executive Session: Review and Discussion of RFP Responses for Architectural Services in accordance with Conn. Gen. Stat. §§ 1-200(6) and 1-210(b) (24).
- I. Adjournment.

cc: Committee Members
Paula Ray, Town Clerk
Interested Parties

MOTION:

Agenda Item H

Executive Session – To review and discuss RFP Responses for Architectural Services in accordance with Conn. Gen. Stat. §§ 1-200(6) and 1-210(b)(24).

To adjourn the meeting to executive session as permitted by Connecticut General Statutes Section 1-200(6) and 1-210(b)(24).

Responses to any request for proposals or bid solicitation issued by a public agency or any record or file made by a public agency in connection with the contract award process, until such contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier, provided the chief executive officer of such public agency certifies that the public interest in the disclosure of such responses, record or file is outweighed by the public interest in the confidentiality of such responses, record or file;

That attendance in the Executive Session shall be limited to:

Voting and Non-Voting Members of the Farmington High School Renovation Committee

NOTE: Approval of this motion shall be by 2/3 vote.

Minutes are considered "DRAFT" until approved at next meeting

Minutes
Farmington High School Renovation Committee
Wednesday, July 27, 2016

Present:

William Wadsworth
Justin Bernier
Johnny Carrier
Hilary Donald
Mecheal Hamilton

Kathy Eagen, Town Manager
Kathy Greider, Superintendent
Russ Arnold, Dir. of Public Works
Bill Silva, High School Principal
Tim Harris, Dir. Of School Facilities
Vincent La Fontan, School Business Manager
Kathryn Howroyd, Clerk of the Committee

Absent:

Jean Baron
Dan Kleinman
Meredith Trimble, Town Council Liaison

A. Call to Order.

The chair called the meeting to order at 4:33 p.m.

B. Public Comment.

None.

C. Minutes.

1) To approve the attached July 13, 2016 minutes.

Upon a motion made and seconded (Donald/Carrier) it was unanimously VOTED: to approve the July 13, 2016 minutes.

D. To review the attached draft RFP for an Owner's Representative and finalize timeline for distribution.

Town Manager Kathy Eagen summarized the scope of services and the purpose for the Owner's Representative RFP. Ms. Eagen also proposed editing the draft to clarify that, like the architect, the Owner's Representative will perform services up to referendum. She also requested removing "construction manager" from page 5 and page 6, as we will have a separate RFP for construction manager services.

Ms. Eagen also suggested the timeline for the RFP be as follows:
RFP Issued- August 6, 2016
Question Deadline- August 19, 2016
Question Responses- August 23, 2016

Minutes are considered "DRAFT" until approved at next meeting

Proposal Due- August 31, 2016

Tentative Award Date- September 10, 2016

The Committee had general discussion regarding moving the tentative award date to later in September to allow for proper review of the RFPs and presentations from finalists.

Chairman Wadsworth clarified that we will ask the Owner's Representative to provide both a pre and post referendum fee. He also proposed the following changes:

- Page 2- replace "The selected individual or firm will enter into a contract with the Farmington High School Building Committee" with "The selected individual or firm will enter into a contract with the Town of Farmington."
- Page 4- add tracking of shop drawings, safety manuals and long lead items to the list of critical project elements. Tim Harris requested adding "RFP" to the list as well.
- Page 5 #25- add "Bring out unsafe practices in the field."
- Page 5- add #26: "Monitor work being performed in the field and report to responsible parties."

Upon a motion made and seconded (Bernier/Carrier) it was unanimously VOTED: to accept the RFP as amended and proceed with the formal RFP process.

E. Other Business.

1) Site visit(s)

Town Manager Eagen asked that Superintendent Greider's office include the committee on site visits to schools where work has been performed by Kaestle Boos Associates. Town Manager Eagen explained that now is the time to perform site visits before the visioning process begins over the next months. She also asked if additional meetings should be scheduled by the Board of Education to begin working on the completion of the educational specifications. Superintendent Greider explained that she has placed proactive agenda items regarding the FHS Renovation Committee for Board of Education Meetings. She also expressed that she would like to talk to the architects to determine what will be required for the educational specifications.

2) Upcoming Schedule

The meeting scheduled for August 10, 2016 has been cancelled. The next FHS Renovation Committee meeting is scheduled for August 24, 2016 at 4:30 in the FHS Library. An updated meeting schedule will be sent to committee members and posted on the Town's website.

Minutes are considered "DRAFT" until approved at next meeting

F. Executive Session: Review and Discussion of RFP Responses for Architectural Services in accordance with Conn. Gen. Stat. §§ 1-200(6) and 1-210(b) (24).

Chairman Wadsworth elected to defer the Executive Session until the next meeting when all members are present. He did inform the Committee that the subcommittee for contract negotiations had a good meeting with Kaestle Boos Architects on July 22, 2016.

G. Adjournment.

Upon a motion made and seconded (Carrier/Bernier) the meeting adjourned at 4:51 p.m.

Respectfully Submitted,

Kathryn Howroyd
Clerk of the Committee

DRAFT

RFP Rating Form

Project Name: FHS Schematic Design
Project Description: Owner's Representative Services

Name of Firm: _____

RFP Rating

Criteria	Maximum Points	Firm Score
Demonstrated experience as an owner's representative or architect on projects similar in size and scope.	10	_____
Ability to work collaboratively with towns, school boards, building committees, architects and construction managers.	10	_____
Successful project experience with state audits of completed projects.	10	_____
Demonstrated understanding of the project and its methodology. Identifies anticipated problems and proposed solutions.	10	_____
Clearly outlines firm's current and future workload and has the ability to provide this project the attention it requires.	10	_____
Provides a detailed fee proposal and scope of services to assist the Town in the planning process prior to referendum as well as an anticipated fee for the construction phase of the FHS Renovation project.	10	_____
Total	60	_____

Prepared By: _____
Printed Name of Committee Member

Signature of Committee Member: _____ Date: _____

INCORPORATED 1645



**Request for Proposals and Qualifications for
Construction Management Services (RFP)**

August 2016

Farmington Public Schools

Farmington Town Hall

1 Monteith Drive Farmington, CT 06032

RFP Issued: 8/26/2016

Question Deadline: 9/1/2016

Question Responses: 9/6/2016

Proposal Due: 9/14/2016

Interviews: 9/26/2016-10/4/2016

Tentative Award Date: 10/5/2016

LEGAL NOTICE
REQUEST FOR PROPOSALS AND QUALIFICATIONS FOR CONSTRUCTION
MANAGEMENT SERVICES (RFP)

**Proposals will be accepted at the Board of Education Office, Farmington Town Hall, 1 Monteith Drive, Farmington, CT 06032 until 2:00 P.M. Eastern Daylight Time on September 14, 2016. Instructions to bidders may be obtained at www.fpsct.org
Links: District > School District Operations> Bids/RFP**

The Farmington High School Building Committee is soliciting proposals from qualified individuals or firms to provide pre-construction and construction services for the design and renovation of Farmington High School. The Town will be using a Construction Manager at Risk with a Guaranteed Maximum Price for this project. The selected firm will enter into a contract with the Town of Farmington. All questions or comments regarding this solicitation package must be submitted to the office of the Director of School Facilities via email at harrist@fpsct.org by 4:30 P.M. on September 1, 2016.

Qualified firms are required to submit their proposal in accordance with the solicitation package requirements. **Ten (10) copies of the proposal and one electronic copy (Adobe PDF) must be submitted.**

After review of all qualifications, including fee proposals, the Farmington High School Building Committee reserves the right to reject any or all proposals, or any part thereof, or waive defects in same, to negotiate with any firm, or accept any proposal deemed to be in the best interest of the Town of Farmington and Farmington Public Schools.

I. Background

Farmington High School was constructed in 1928 and has undergone several renovations and additions over the past 88 years. The last major expansion was completed in 2003. The Town of Farmington Board of Education issued a Statement of Needs Memorandum directing administration to begin planning a renovation of appropriate and necessary school space at Farmington High School to accommodate new MEP needs, educational programming needs, Connecticut school safety expectations, NEASC standards and OCR/ADA regulations. All documentation and reference materials can be obtained by sending a request to Kathryn Howroyd, Clerk of the Farmington High School Building Committee at howroydk@farmington-ct.org.

Per Chapter 53, "Public Building" of the Farmington Town Code, the Farmington High School Building Committee has selected an architectural firm to provide pre-referendum services including schematic drawings and cost estimates. Additional architectural work will be contracted to complete the project through Town acceptance and final payment to the contractor(s).

The selected Construction Manager will assist the Committee during pre-referendum services and oversee the project through completion. It is the intent of the Farmington High School Renovation Committee to select a firm prior to referendum to ensure consistent project management. Selection of the Construction Manager by the Committee for pre-referendum services does not guarantee that the selected firm will continue as the Construction Manager for post-referendum services.

In the event the referendum does not pass or the Committee, for whatever reason or for no reason, elects not to continue with the selected firm for post-referendum services, the Committee may terminate any agreement for its convenience and without cause. Upon termination the Committee shall pay the selected firm for all services properly performed in accordance with the terms of the agreement.

II. Scope of Services

Construction Management services will include, but may not necessarily be limited to the following:

Pre-Construction/Pre-Referendum Phase

1. For pre-referendum, preparation of cost estimates based upon documents and specifications prepared by the Architect. For Preconstruction, preparation of cost

estimates based upon drawings at the Schematic Design, Design Development and construction drawing phase of completion.

2. Comparative cost analysis, in writing, at intervals identified in item number one (1) for Preconstruction.
3. Value Engineering.
4. Analysis of constructability, materials and methods.
5. "Snap shot" impression of the projects at the time of hiring.
6. Development of Critical Path Method schedule for the project, including phasing and temporary construction projects.
7. Attend all project meetings including job meetings, Farmington High School Building Committee meetings, and any other meetings as required.
8. Development of Site Logistics Plans to show placement of temporary driveways, power locations, water outlets, site drainage, trailer placement, materials storage, etc.
9. Development of a Safety Program for the project; system of reporting deficiencies to contractors and the Farmington High School Building Committee.
10. Development of Bid Packages, including the division of work into packages for bidding so as to achieve complete build-out of the project.
11. Identification and securing of long lead time items.
12. Development of bidders list for each of the trades and bid packages.
13. Development of bidding schedules.
14. Administrative assistance in soliciting bids.
15. Assistance in the review of bids received.
16. Assistance in preparation of recommendations concerning bids.

17. Review project labor requirements and availability for project, develop labor strategy and advise the Farmington High School Building Committee.
18. Develop a detailed project schedule including construction milestones; monitor and advise the Farmington High School Building Committee on deviations.
19. Recommend pre-purchasing items required to maintain the schedule.

Construction Phase

1. Maintenance of certified payrolls, files of all job related correspondence, including but not limited to shop drawings, approvals, meeting minutes, change orders.
2. Administration, management, scheduling and related services to coordinate the Construction of the project
3. Schedule and coordinate weekly job-site meetings involving all contractors on the project.
4. Attendance at administrative meetings involving, but not limited to, the owner, architect, Town Council, and Board of Education as needed.
5. Receipt, review and processing of payment requisitions.
6. Evaluation of claims and changes in the work from contractors, including initial evaluation of claim and preparation of written response complete with suggested action.
7. Completion of punch list and management of all items until work is completed to the satisfaction of the owner.
8. Monitor and report status of budget, schedule, submittals, RFI's, changes in the work and maintain logs of all. Report the same to the Farmington High School Building Committee monthly.
9. Maintain full-time supervision on site. List of personnel required: Site Superintendent, Building Superintendent, Assistant Project Engineers, Project Engineers, Project Managers, and any other positions the Farmington High School Building Committee sees fit.
10. Review shop drawings and submittals prior to architectural review.

11. Initiate, present and defend all contracts and requests for change orders and purchase orders.

Post- Construction Phase

1. Coordinate all closeouts and commissioning activities.
2. Prepare and/or assist for Town review, approval and signature paperwork required by the Connecticut Department of Education to include project close-out for final State reimbursement.

III. Minimum and Preferred Qualifications

The Town expects each respondent to meet at least the following minimum qualifications:

1. The construction manager must have demonstrated experience as construction manager in the completion of at least two (2) school construction projects, with a budget of \$35-\$60 million or more, in the last ten (10) years.
2. Preference will be given to demonstrated experience with providing such services in projects with new-school construction or renovation on the site of an occupied school.
3. The construction manager must have demonstrated experience providing construction management to multiple public school districts in Connecticut,
4. The Farmington High School building project will be subject to the requirements of the State of Connecticut Department of Administrative, Division of Construction Services Office of School Facilities and the Department of Education, Bureau of Grants Management. Candidates shall demonstrate project experience working with and extensive knowledge of these agencies and their requirements.
5. The construction manager must demonstrate successful experience with state audits of completed projects. Cite examples of a minimum of two (2) audited school projects.

IV. Proposal/Qualification Submission Requirements

The proposal response package must be organized in the following formation and include the following information (missing or incomplete information may be grounds for disqualification). **Ten (10) copies of the proposal and one electronic copy (Adobe PDF) must be submitted.**

1. **Letter of Interest-** The firm shall provide a cover letter containing the respondents interesting in providing construction management services and any other information that would assist the Farmington High School Building Committee in making a selection.
2. **Company Information-** The firm shall provide a brief summary of itself, including the following information:
 - a. Name of company and parent company, if any;
 - b. Name of company primary areas of service;
 - c. Address of principal office and office from which project will be managed;
 - d. Name, address, telephone number and email address of the principal contact person to receive notifications and to reply to inquiries from the Town and/or the Farmington High School Building Committee;
 - e. Legal form of ownership;
 - f. Years engaged in above services under your present name and all prior names by which firm was known.
 - g. Prequalification to perform this project from the State of Connecticut.
3. **Relevant Experience-**
 - a. List the school districts and projects for which the firm has completed at risk construction management services. Include only current projects or projects completed within the last ten (10) years. Provide the name of the project, owner, architect, contract amount, date of completion, final project cost, and indicate if the building was occupied during construction.
 - b. List the major school construction projects your firm has in progress, giving the name of the project, owner, architect, contract amount, percent complete and scheduled completion date.
 - c. Describe experience with defining and implementing the State of Connecticut High Performance Building Standards, the requirements for state grants and/or reimbursement from the State of Connecticut Department of Administrative, Division of Construction Services Office of School Facilities and the Department of Education, Bureau of Grants Management, and other laws and regulations applicable to Connecticut school construction.
 - d. Detail experience working with LEED and/or High Performance Buildings in the State of Connecticut.
4. **Experience of Key Personnel-** Provide a list of the key personnel to be assigned to this project (including consultants, if applicable) and a brief description of the work they will perform. Resumes of the key personnel (including consultants) who will be directly involved in the project shall be included and be specific to the type of project and include at a minimum:

- a. Current job title, responsibilities, and type of work performed, and time at current firm;
 - b. Educational background, academic degrees, and professional associations;
 - c. Experience on projects similar to that described in this RFP;
 - d. If selected the personnel proposed shall be the personnel assigned to the project unless such personnel cease to be employed by the firm. In such event, replacement personnel shall be subject to Town approval.
- 5. Project Approach and Methodology-** Provide a description of the proposed technical approach to the project, commencing with award of construction management contract and concluding with punch-list and final documentation completion. Describe your firm's financial control and project management software for cost control. Detail any specific data your firm would require from the Town to perform the work. Describe the anticipated role that the Town will play in this project.
- 6. References-** List no less than three (3) client references (name, address, e-mail address, telephone number and affiliation to identified project) for who services similar to this RFP are currently or have previously been provided. The Town intends to contact such references and to solicit feedback on the performance of the firm.
- 7. Safety-** Provide documentation showing your firm's Experience Modification Rate (EMR) rating for the last three (3) years.
- 8. Default-** Have you ever failed to complete any work awarded to you? Have you ever been declared to be in default of a contract? If so, where, when, why and what was the ultimate outcome?
- 9. Workload Statement-** Provide details on your firm's current and future workload and ability to provide this project the attention we feel it requires between now and the scheduled completion date.
- 10. Knowledge of the Locality:** The firm should have considerable and demonstrable experience with all State and Regional/Town regulatory agencies of the type having jurisdiction over the project including the Connecticut Department of Construction Services, Bureau of School Facilities.
- 11. Litigation-** Describe any pending litigation, arbitration or mediation proceedings in which your firm is currently involved or has been involved in the preceding ten (10) years and the outcome.

12. **Fee-** Provide a detailed fee proposal and scope of services to assist the Town in the pre-construction/pre-referendum phase as well as an anticipated fee for the construction and post-construction phase of the Farmington High School Renovation project. Provide proposed all-inclusive rates for personnel proposed to be assigned to the project.

V. Evaluation Criteria

The Farmington High School Building Committee will consider the following factors, among others, in evaluating responses: experience, references, capabilities, past performance, price, qualifications, accuracy, overall quality, thoroughness, and responsiveness to the Town's requirements as stated in this RFP and, to the extent not stated above, in accordance with the criteria set forth in Conn. Gen. Stat. 10-287(b)(2)..

VI. Selection Process

1. Initial Evaluation

The Farmington High School Building Committee will evaluate proposals and establish a shortlist of no more than four (4) finalists.

2. Interviews

The Farmington High School Building Committee may choose to interview up to four finalists. Firms selected for an interview should allow approximately forty five (45) minutes for an oral presentation and fifteen (15) minutes for a question and answer session.

VII. Timeline of RFP Process

The following timeline has been tentatively established:

RFP Issued: 8/26/2016

Question Deadline: 9/1/2016*

Question Responses: 9/6/2016

Proposal Due: 9/14/2016

Interviews: 9/26/2016-10/4/2016

Tentative Award Date: 10/5/2016

* All inquiries relative to the conditions and specifications listed herein as well as clarification of any information contained in the RFP must be made to Tim Harris, Director of School Facilities, by email at harrist@fpsct.org by 4:30 p.m. on September 1, 2016.

VIII. General Conditions

1. The Farmington High School Building Committee reserves the right to accept or reject any or all proposals at any time during the process, to negotiate with any firm, or to cancel this solicitation at any time prior to the award of any contract, without penalty.
2. The Farmington High School Building Committee shall be under no obligation to accept a proposal or to enter into any contract if it is deemed in the best interest of Farmington Public Schools and the Town of Farmington not to do so. The Farmington Board of Education and the Town of Farmington are not responsible for any costs incurred by the Responder in connection with this RFP. The expenses incurred by any proposer in the preparation, submission and presentation of their proposal are the sole responsibility of the proposer and shall not be charged to the Board of Education, the Town of Farmington or the Building Committee.
3. The Building Committee, Board of Education and the Town of Farmington have the right to use any or all ideas, plans, specifications and estimates presented in responses to this RFP without cost.
4. Timing and sequence of events resulting from this RFP will ultimately be determined by the Town and Board of Education.
5. The Town reserves the right to amend or cancel this RFP prior to the due date and time, if it is in the best interest of the Town to do so.
6. The Town reserves the right to reject the proposal of the consultant that is in default of any prior contract or for misrepresentation.
7. Save Harmless. As part of entering into any contract which may be let as a result of this process, the Construction Manager for itself and its successors will be required to covenant and agree with the Town to defend, indemnify and save harmless said Town from any and all action, cases of action, judgments, legal fees, claims and demands whatsoever, which may at any time be instituted, made, tendered or recovered against the Town to the extent caused by the Construction Manager's negligence in the performance of the Construction Manager's services performed pursuant to any such agreement.
8. Proposal submitted by facsimile (FAX) and/or emailed will not be accepted.

9. Award of the contract for Construction Management services as defined herein is contingent upon the parties agreeing to and executing a written contract acceptable to both parties. In the event the parties cannot agree on the terms of the contract, the award shall be cancelled and become null and void and the parties shall owe no obligations to the other.

10. In the event the parties agree on the terms of a contract the contract shall be separated into two phases, pre-referendum services and post-referendum services. In all events, the Committee may terminate the contract at any time, with or without cause for its convenience or at the completion of pre-referendum services without penalty. In the case of such termination the compensation to be paid to the Construction Manager shall be the value of services properly performed and accepted by the Committee in accordance with the terms of the contract.

IX. Insurance Requirements

Firms shall agree to maintain in force at all times during which services are to be performed the following coverages and shall name the Town of Farmington and Farmington Board of Education and others as may be required as Additional Insured on a primary and non-contributory basis to the Firms' Commercial General Liability, Automotive Liability and Professional Liability policies. **These requirements shall be clearly stated in the remarks section on the Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-. In addition, all Carriers are subject to approval by the Town of Farmington.

		(Minimum Limits)
General Liability	Each Occurrence	\$1,000,000
	General Aggregate	\$2,000,000
	Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	Combined Single Limit	
	Each Accident	\$1,000,000
Professional Liability	Each Claim or Each Occurrence	\$1,000,000
	Aggregate	\$1,000,000
Umbrella (Excess Liability)	Each Occurrence	\$20,000,000
	Aggregate	\$5,000,000

Worker's Compensation and Employer's Liability	WC Statutory Limits	
	EL Each Accident	\$100,000
	EL Disease Each Employee	\$100,000
	EL Disease Policy Limit	\$500,000

Original, completed Certificates of Insurance must be presented to the Town prior to purchase order/contract issuance. The firm agrees to provide replacement/renewal certificates at least 60 days prior to the expiration of the policy.

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FHS RENOVATION COMMITTEE
RFP Timeline & Process
Owner's Representative & Construction Manager

August 6	RFPs for Owner's Representative Issued
August 24	Committee Meeting Approve RFP Rating Summary Form for Owner's Representative Approve RFP for Construction Manager
August 26	RFP for Construction Manager Issued
August 31	RFPs for Owner's Representative due to Tim Harris by 2:00 PM.
September 1	Copies of RFP responses for each firm/RFP Rating Forms will be distributed to committee members. Committee members will review at home and complete RFP Rating Form for <u>each</u> firm. Return completed RFP Rating Forms to Kat by 2:00 PM on September 7.
September 7	*Return RFP Rating Forms for Owner's Representative by 2:00 PM. * Committee meeting <ul style="list-style-type: none"> • RFP Rating Summary Form for Owner's Representative will be provided to the committee • Select finalists for Owner's Representative Interviews • Approve Construction Manager RFP Rating Form <i>Finalists will be notified for interviews</i>
September 14	RFPs for Construction Manager due to Tim Harris by 2:00 PM.
September 15	Copies of RFP responses for each firm/RFP Rating Forms will be distributed to committee members. Committee members will review at home and complete RFP Rating Form for <u>each</u> firm. Return completed RFP Rating Forms to Kat by 2:00 PM on September 21.

FHS RENOVATION COMMITTEE
RFP Timeline & Process
Owner's Representative & Construction Manager

September 19	Special Committee Meeting <ul style="list-style-type: none">• Interviews for Owner's Representative
September 21	*Return RFP Rating Forms for Owner's Representative by 2:00 PM. * Committee Meeting <ul style="list-style-type: none">• Recommend finalist for Owner's Representative Services• RFP Rating Summary Form for Construction Manager will be provided to the committee• Select Finalists for Construction Manager Interviews
September 26- October 4	Date TBD <ul style="list-style-type: none">• Interviews for Construction Manager
October 5	Committee Meeting <ul style="list-style-type: none">• Recommend finalist for Construction Manager

August 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6 OR RFP Issued
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24 Committee Meeting	25	26 CM RFP Issued	27
28	29	30	31 OR RFP DUE			

OR= Owner's Representative
CM= Construction Manager

September 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Pick up OR RFP Packets	2	3
4	5	6	7 Committee Meeting OR RFP Rating Forms Due by 2PM <ul style="list-style-type: none"> Select finalists for OR Interviews 	8	9	10
11	12	13	14 CM RFP DUE	15 Pick up CM RFP Packets	16	17
18	19 Special Committee Meeting Owner's Rep. Interviews	20	21 Committee Meeting CM RFP Rating Forms Due by 2PM <ul style="list-style-type: none"> Recommend OR Finalist Select finalists for CM Interviews 	22	23	24
25	26 CM INTERVIEWS TBD	27	28	29	30	



October 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2	3	4	5	6	7	8
	CM INTERVIEWS TBD		Committee Meeting Recommend CM Finalist			
9	10	11	12	13	14	15
16	17	18	19	20	21	22
			Committee Meeting			
23	24	25	26	27	28	29
30	31					