

**JOHN F. KENNEDY MIDDLE SCHOOL BUILDING COMMITTEE
MEETING MINUTES
January 31, 2019**

A meeting of the John F. Kennedy Middle School Building Committee was held at Enfield Town Hall, 820 Enfield Street, Enfield, Connecticut on January 31, 2019.

1. **CALL TO ORDER** The meeting was called to order at 6:30 pm by Randy Daigle

2. **MOMENT OF SILENCE**

3. **PLEDGE OF ALLEGIANCE**

4. **FIRE EVACUATION ANNOUNCEMENT**

5. **ROLL CALL**

MEMBERS PRESENT

Randy Daigle, Chris Clare, David Costa, Bob Cressotti, Katelyn Dunn, Scott Kaupin, Walter Kruzel, Kevin Margolfo, William Marr, Michael Monteforte, Tim Neville, Jeff Okun, Greg Strich

ALSO PRESENT

MEMBERS ABSENT

Rose Bouchard, Amy Dennis, Joe Muller

6. **APPROVAL OF MINUTES**

Motion made by Greg Strich to Add to the Agenda the Approve the Regular Meeting Minutes of January 17, 2019

Seconded by Bill Marr

Motion passes by a show of hands

Motion made by Greg Strich to Approve the Regular Meeting Minutes of January 17, 2019

Seconded by Katelynn Dunn

Motion passes by a show of hands

7. **COMMITTEE GUEST**

None

8. **OLD BUSINESS**

Randy distributes the RFQ for Architectural and Engineering Services for Additions and Renovations to John F. Kennedy Middle School. The end date and the start date are the same. This is on the Town website. The second page is the milestone dates. RFQ went out yesterday. The response date is February 15, 2019. At the February 21st meeting we will go through the short list. After the town receives the booklets on the 15th, they will make packets and will be delivered to your house. Before then I will give you the criteria scoring sheets to look at. February 21st we'll make the short list. We will notify the short listed firms on February 25th, which is the same day we send out the RFP to the short listed firms only. There will be a mandatory walk through on February 28, 2019 at 3:30 and you are all invited. It is mandatory to the short listed firms. It is the only time the short listed firms are

allowed into the building. Questions from the firms will be emailed to myself and the town by March 6th and we will respond by March 11th. The RFP response date is March 19. Packets will go out to you for review and Saturday March 23rd we will do interviews. We will be selecting a firm that day. We have to submit it to the Town Council. Based on our recommendation they will approve it. Wednesday March 27th the firm will be notified. They will start attending our meetings. Start date is April, 2020 and that could be shortened depending upon 10 to 12 month design. There are ways to cut it. We have to apply to the State for fast tracking. What we did at the high school we design the new construction and the site and put that out to bid. There is no reason have it done any earlier than August. The building is not occupied. When we do have the walk throughs you are welcome.

Tim asks if the liaisons can review the packets?

Randy states you can review but you can't score.

Greg asks do we have the alternates vote but just set their votes aside in case one of the full members had to be disqualified?

Randy states yes. Yes, they vote but not counted unless there is an issue. As long as we have a quorum it shouldn't be an issue.

Randy reads the remainder of the RFQ:

3. Obtaining RFQ Documents
4. Qualification Submission Instructions
5. Presumption of Respondent Being Fully Informed
6. Pre-Submission Conference
7. Interpretation of Acceptable Work
8. Tax Exemptions
9. Insurance
10. Guarantee
11. Permits
12. Fair Employment Practices
13. Standard Form of Contractual Agreement
14. Modifications and Addenda
15. Non-Appropriation Clause
16. Indemnification Requirement

These (above) are town requirements.

Attachment "A" Scope of Work" The reason for the attachment is that the firms that are going after this project and that will be awarded. The RFQ will be part of the contract. It will be referenced in the contract.

Scope of Work – "Attachment A"

1. Introductions
2. Project Budget
3. Project Schedule
4. Project Delivery Method
5. Submission of Request for Qualifications

6. Timeline of the RFQ/RFP Process
7. Request of Qualification Submission Format
8. Letter of Interest
9. Firm History
10. Corporate and Professional Licenses
11. Design Team
12. Project Approach
13. High Performance Building Certification
14. Standard Form 330
15. Connecticut Experience
16. References
17. Litigation History
18. Equal Employment Opportunity
19. Selection Criteria
20. Mandatory Walk-Through
21. Architect and owner Responsibility Matrix

End of Attachment A.

This is the RFQ that is out there. I started getting some emails. If there are technical, mechanical, electrical questions I may ask you that have the experience. You are all picked for your knowledge and experience.

Scott asks if the meeting of the 9th got moved to the 23?

Randy states yes.

Bob Cressotti states the council meetings are the 4th and the 18th.

Randy states there will be a special meeting. Also, I am now working on the RFQ for the CA, construction administrator. We had Dr. Art Pongratz who was our facilities director in the Town. He had a vast amount of knowledge. After he left we needed to hire a CA for the high school. They will be the eyes and ears. This time we have to have someone on early on. We have things that have to be submitted to the State. I can't as a private citizen and there isn't anyone in the town that can. We will go out to bid for CA also.

9. NEW BUSINESS

Randy will show the presentation that was done for the town council and the board of education on May 31, 2018. We needed to come up with a building based on the ed specs so that we could put a price on it. What you'll see is pretty pictures, but it won't be exactly as you see in this presentation. It won't change much. We had to make sure we meet the ed spec requirements based on the foot print we proposed. We went through the ed specs and we found out how many classrooms we need program-wise. We had security specialist come in helping with the design. Once we had our footprint we expanded it to the maximum allowable by the state. It is renovate as new. We have to use that terminology with the state to be reimbursed. It has to be warrantable for 20 years. Fields will be re-arranged. We're turning them 90 degrees.

Greg asks if Randy has talked to the town about getting a dedicated building inspector?

Randy states yes and reviewer.

Presentation begins.

10. SCHEDULE NEXT MEETING

Motion made by Greg Strich to Cancel the February 7, 2019

Seconded by Kevin Margolfo

Motion passes by a show of hands

Motion made by Greg Strich to schedule next meeting for February 14, 2019 at 6:30 p.m.

Seconded by Bill Marr

Motion passes by a show of hands

11. COMMITTEE COMMENT

a. Liaison Comments

b. Committee Comments

12. GOOD TO THE ORDER

13. ADJOURNMENT

Motion to Adjourn Scott Kaupin

Seconded by Bill Marr

Motion passes by a show of hands

Adjourned: 7:46 pm