

REVISED
Booth Hill/Jane Ryan Building Committee Meeting
Minutes

February 13, 2018
5:30 p.m.
Ellie's Conference Room
6254 Main Street
Trumbull, CT

In attendance:

Dr. Gary Cialfi, Superintendent
Mark Deming, Facilities Director
Jeffrey M. Donofrio, Board Member
Mike Ward, Board Member
Kevin Shively, Town Council
J.C. Cinelli, Town Council
Mary Beth Thornton, Town Council
Dawn Savo, Assistant Director of Finance
Kevin Bova, Purchasing Agent
Stephen Rescsanski
Richard Deecken

Meeting began at 5:40 p.m.

Mr. Deming discussed the Booth Hill and Jane Ryan window project RFQ's for an architect that were solicited by the Town's Purchasing Department. Kevin Bova, Town Purchasing Agent, received eight RFQ's that will be narrowed down to the four from which the final architectural firm will be selected. It was noted that the Booth Hill and Jane Ryan projects, although very similar in scope, must be treated as separate State ventures.

Mr. Donofrio questioned if a scoring sheet would be used to determine the final architect. Mr. Bova stated that a weighted matrix will be implemented for scoring the 8 architectural firms.

The Committee then discussed potential criterion for the scoring matrix. Mr. Bova explained that following completion of scoring, the scoring sheets will be returned to him to determine the top four architects and the top four will be sent an RFP. The Town's Assistant Director of Finance, Dawn Savo, conveyed that Trumbull also must treat the window projects as completely separate projects, using two separate matrix scoring sheets. Mr. Bova will present the award letter once the architect has been chosen. The cost for each project is anticipated to be \$1.2 million dollars and will be done this summer. Discussion ensued.

Mr. Ward stated that availability and time is a factor when choosing the architect. The project will commence when school is dismissed in June and must be completed prior to the students returning in August. Discussion ensued.

The committee developed five considerations to be included as criterion on the matrix scoring sheet:

- School Construction Grant Experience
- Environmental Testing/Remediation
- Previous Similar Project Experience
- Compliance with RFQ's
- Compliance with References

Discussion regarding the weighting of each criteria resulted in agreement as to weighting. At the next meeting, the Committee members will each independently score each respondent for each

project and Kevin Bova will tally the results and announce the four firms to receive an RFP for each project.

The meeting was adjourned at 6:20 p.m.