

Minutes are considered "DRAFT" until approved at next meeting.

Minutes  
Farmington High School Building Committee  
Professional Partnership Subcommittee  
Thursday, June 27, 2019  
8:30 A.M.

**Attendees:**

Meg Guerrera  
Michael Smith  
Garth Meehan  
Johnny Carrier  
Paul Cianci, Town Council Liaison  
Kathy Blonski, Town Manager  
Kat Krajewski, Assistant Town Manager  
Tim Harris, Director of School Facilities  
Mark Garilli, Construction Solutions Group  
Chris Cykley, Construction Solutions Group  
Roger LaFleur, Construction Solutions Group

**A. Call to Order.**

The meeting was called to order at 8:31 A.M.

**B. Minutes.**

**1.) To approve the attached June 11, 2019 minutes**

Upon a motion made and seconded (Meehan/Carrier) it was unanimously VOTED: to approve the attached June 11, 2019 minutes.

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

Upon a motion made and seconded (Smith/Meehan) it was unanimously VOTED: to move to Executive Session for review and discussion of RFP responses for Owner's Representative Services at 8:36 A.M. with members of the Professional Partnership Subcommittee, Town Council Liaison(s), and representatives from Construction Solutions Group (CSG) in attendance.

The committee returned to open session at 8:49 A.M.

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**D. To approve the Owner's Representative Agreement as amended pending approval of the Owner's Representative's attorney and to authorize the Town Manager to sign the Owner's Representative Agreement.**

Upon a motion made and seconded (Smith/Meehan) it was unanimously VOTED: to approve the Owner's Representative Agreement as amended pending the approval of the Owner's Representative's attorney and to authorize the Town Manager to sign the Owner's Representative Agreement.

**E. To review and discuss the draft RFP for Architectural Services.**

The subcommittee and CSG reviewed the draft RFP for Architectural Services. After discussion, the following changes are to be made to the Legal Notice section of the RFP:

- A suggestion was made to include a site walkthrough of Westwoods Golf Course in addition to the existing site.
- Paragraph 2, Sentence 2: the word "services" will be changed to "options"
- Paragraph 5, Sentence 2: the word "consultant" will be changed to "architects"

In the Project Information section of the RFP, the following changes are to be made to Section III. Guidelines:

- Part C, Other Location, Paragraph 1, Sentence 2: the first three words "It is possible" will be removed to address a typo.
- Part C, Other Location, Paragraph 1, Sentence 3:
  - the words "for continued consideration of" will be changed to "to consider in regards to"
  - a comma will be added after the word "site"
- Part C, Other Location, Paragraph 2, Sentence 1: the word "suitable" will be inserted before the word "location"

Following the review of the draft RFP, the subcommittee discussed the timeline of the project. It was determined that the RFP will be on the agenda for approval for the July 10<sup>th</sup> FHS Building Committee Meeting. After approval from the committee, the RFP will be issued in accordance with the timeline determined by CSG. It is anticipated that the RFP will be posted no later than Monday, July 15<sup>th</sup>.

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In terms of an overall timeline, CSG will review and work on a finalized timeline. At this time, the estimates for an anticipated timeline are as follows:

- 3 weeks for RFP to be in the field (included in this time is a site evaluation and opportunity for questions and answers)
- 2-4 weeks for review of proposals, interviews with firms, notification of award, etc.
- 10-12 weeks for the completion of conceptual designs
- 6-8 weeks for cost estimating

The subcommittee also had general discussion regarding when to meet with the State to discuss options and reimbursement. CSG also suggested that the enrollment projections are updated to get the latest numbers, as the current projections only go out until 2025.

**F. To approve the RFP for Architectural Services with modifications from CSG.**

Upon a motion made and seconded (Smith/Meehan) it was unanimously VOTED: to approve the RFP for Architectural Services with modifications from CSG.

**G. Other.**

**H. Adjournment.**

The meeting adjourned at 9:38 A.M.

Respectfully Submitted,

Devon Aldave  
FHS Building Committee Intern