

Chatfield School Building Committee
Meeting
Tuesday, March 11, 2008
Chatfield School
7:00 PM

Present: Donald Smith, Bruce Baker, Raymond Catlin, Frank Conroy, Phyllis Jachimowski, Sanudra Gesek, Mark Thompson, Fred Stanek, Kurt Miller (7:15 PM), Yashu Putorti

Absent: Peter Kubik, Paul Roy, Jay Hatfield, Trisha Danko, Judy Legeza,

Board OF Education Representative: Jay Brennan

Guest: Bruce G. King – The Connecticut QBS Council (Qualifications Based Selection)

Chairman Donald Smith called the meeting to order at 7:09 PM.

Pledge of Allegiance

There was no public comment. No public was present.

Minutes

Motion to approve the minutes of Thursday, February 28, 2008 by Ray Catlin, second by Kurt Miller. Approved by Donald Smith, Bruce Baker, Raymond Catlin, Frank Conroy, Phyllis Jachimowski, Sanudra Gesek, Mark Thompson, Kurt Miller, Yashu Putorti
Abstained: Fred Stanek

Presentation by Bruce G. King - The Connecticut QBS Council

Mr. King explained the function of QBS is to help building committees through the process of selecting architects, engineers, and surveyors. Their service is free to town committees. The Connecticut QBS Council is funded by engineering firms in the State of Connecticut. It was originally started by the National Association of Professional Engineers and has been in business almost 20 years.

The Connecticut QBS Council aids committees building schools, libraries, town buildings, community centers, churches, and other buildings. Mr. King provided a 65 page manual which should be used as a guideline for our selection process. The Connecticut QBS Council, Mr. King, can help us all along the way, he can attend any or all of our meetings, but he can not help in the evaluation of the firms nor the interview process.

The QBS model may be implemented 3 times in our building process. Below is a simple plan for the building process.

1) Select an architect

- Create a bid spec and publish it. (Done already)
- Send out the spec to firms requesting the information
- Receive the proposals and open at a meeting.
- Review the proposals and ask some firms in for an interview.
- Select the engineering firm we want to create the preliminary design and provide a cost estimate for the referendum.

2) Referendum

Go to referendum. Hopefully have the towns people approve the referendum.

3) Select the design firm

- Create a bid spec and publish it.
- Send out the spec to firms requesting the information
- Receive the proposals and open at a meeting.
- Pick the lowest bidder.

4) Select the construction manager.

- Create a bid spec and publish it.
- Send out the spec to firms requesting the information
- Receive the proposals and open at a meeting.
- Pick the lowest bidder.

Donald Smith told the committee there were approximately 20 firms that have requested the bid specs for the Architect/Engineer work. The bids are due March 20, 2008 and will be discussed at the special March 27, 2008 meeting. Copies of all of the specs will be distributed to everyone to read and evaluate.

Mr. Smith provided a bid proposal for a demographic study. The proposals to be returned by Monday April 7, 2008. Motion to send the demographic study proposal to 3 firms per the town bidding ordinance by Bruce Baker, second by Kurt Miller. Approved by Donald Smith, Bruce Baker, Raymond Catlin, Frank Conroy, Phyllis Jachimowski, Sanudra Gesek, Mark Thompson, Kurt Miller, Fred Stanek, Yashu Putorti

Mr. Smith presented a bid proposal for a land survey. The proposals to be returned by Thursday April 3, 2008. Motion to send the land survey proposal to 3 firms per the town bidding ordinance by Kurt Miller, second by Ray Catlin. Approved by Donald Smith, Bruce Baker, Raymond Catlin, Frank Conroy, Phyllis Jachimowski, Sanudra Gesek, Mark Thompson, Kurt Miller, Fred Stanek, Yashu Putorti

The two bids will be discussed at the April 8, 2008 meeting.

The committee had originally thought we should quickly go to the BOS and BOF for additional funds for the demographic study and land survey. Mr. Smith suggested waiting until we receive the quotations and provide a more accurate dollar figure to both boards. Everyone agreed, since the bids will be in soon.

Motion to adjourn at 8:20 by Bruce Baker, second by Kurt Miller. Approved by Donald Smith, Bruce Baker, Raymond Catlin, Frank Conroy, Phyllis Jachimowski, Sanudra Gesek, Mark Thompson, Kurt Miller, Fred Stanek, Yashu Putorti

The next meeting is on March 27, 2008. It is a special meeting to discuss the A/E proposals and select the firms to be interviewed. The meeting is at 7:00 PM at the Chatfield School.

Submitted by

Yashu Putorti (ad hoc secretary)