

COLEYTOWN MIDDLE SCHOOL BUILDING COMMITTEE

March 13, 2019, 6:30pm
Town Hall Room 307/309
Westport, Connecticut 06880

Minutes of Meeting

Present:

John Broadbin	Westport Public Works
Don O'Day	CMS Building Committee Chair
Jay Keenan	CMS Building Committee
Karen Kleine	CMS Building Committee – ex officio
Joe Renzulli	CMS Building Committee
Vanessa Valadares	CMS Building Committee
Susan Chipouras	Westport Project Manager

The meeting was called to order at 6:30pm.

1. Minutes were distributed via email to all members and will be voted on at the next meeting.
2. There was no Public Comment.
3. Election of Officers
 - a. Don O'Day nominated Vanessa Valadares for Vice Chair. She was previously Chair of the CMS Task Force. Karen Kleine seconded the motion. Motion passed, Vote 4-0-1 (Vanessa Valadares abstained).
 - b. Don O'Day nominated Karen Kleine for Secretary. Vanessa Valadares seconded the motion. Motion passed, Vote 5-0.
4. Don O'Day outlined the process to be used in evaluating the Construction Manager RFQ submitted responses.
 - a. Responses were received from five (5) Firms
 - b. The Committee will go into Executive Session to review the responses to shortlist to three (3) Firms.
 - c. The Committee will come out of Executive Session to vote on the Firms to be shortlisted.
 - d. The shortlisted Firms will be notified and interviewed in Executive Session at the next Committee Meeting
 - e. The Committee will determine if any additional information is required after the interviews, obtaining and reviewing this information if necessary.
 - f. The Committee will vote to select the CM Firm for the Project.
5. The following is the projected schedule:
 - a. CM Firm will work with Committee and WJE on SD and SD Budget. This is projected for completion by the end of May.
 - b. June – funding approval process
 - c. July – work continues on DD & CD for bid, GMP and construction.
 - d. August 2020 – School reopens.
6. At 6:40pm the Committee voted 5-0 to go into Executive Session.

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7. At 8:12pm the Committee came out of Executive Session.
8. Don O'Day moved to select the following three (3) Firms to interview: Bismark Construction, LiRo Program and Construction Management, and Newfield Construction. Jay Keenan seconded the motion. Motion passed Vote 5-0.
9. Discussion was held on the definition of "safety" when used in environmental safety in the school, as well as how the Committee intends to codify this meaning in the project scope.
10. The Committee gave the public additional time to comment.
Question: Would the scope include respectful learning space.
Answer: Don O'Day stated that the Committee has a specific charge from the RTM. This question should be addressed to the Superintendent.

Question: Will there be additional investigation into what is inside the existing walls?
Answer: Don O'Day stated that the Committee is working on the charge from the RTM and will include all work required to complete that charge.
11. **Action Items:**
 - a. John Broadbin will contact the shortlisted CM Firms to come in for an interview on March 20. Interviews will be held from 5:30-8:30pm, allowing 45 minutes for presentation and questions, with 15 minutes between interviews.
 - b. John Broadbin will notify non-selected Firms.
 - c. Susan Chipouras will send a rating sheet to the Committee for use in evaluating the shortlisted CMs.
 - d. Susan Chipouras and Committee members will send a list of questions to Don O'Day, to be compiled for follow up with each Firm during their interviews.
 - e. John Broadbin will post the next Committee meetings with the Town Clerk and schedule the room at Town Hall.
12. Don O'Day moved to adjourn. Jay Keenan seconded the motion. Motion passed, Vote 5-0. Meeting adjourned at 8:26pm/

These minutes are issued for the record. Any additions or corrections should be issued in writing to the undersigned.

Respectfully submitted by,

Karen Kleine
Secretary