

School Building Committee (2020)
Special Meeting
Held via ZOOM
Thursday May 25, 2023
5:30 PM

Committee Members Present: Chairman Mark Bettencourt, President Pro Tem Joe DeLucia, Alderwoman Stacy Gould, William Hull, Gregory Carabine, Christine DiStasio, Gregory Ballassi, Sheila Hayes and Mark Kulos.

Committee Members Absent: Peter Gauthier and Cindy Beauregard.

Ex-Officio Members Present: Mike Faenza and Jim Guiliano from CSG.

Citizens Present: None.

I. Call to Order and Quorum: Chairman Mark Bettencourt called the meeting to order at 5:30 PM.

II. Approval of Previous Meeting Minutes: Gregory Carabine made a motion to approve the May 16, 2023 regular meeting minutes with some revisions. Alderwoman Stacy Gould seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

III. Review/discussion and action on Architectural Services for Stanton and Greenville Schools:

Chairman Mark Bettencourt stated he distributed a revised copy of the draft RFP for the Conceptual Design & Architectural Design Service electronically to the board which included changes submitted by Peter Gauthier and Mark Kulos. Mike Faenza stated the updated copy also included the revised timeline that was requested by Gregory Carabine. Chairman Mark Bettencourt stated he would like the RFP to be reviewed by Bob Castronova and corporation counsel before it went live. Discussion ensued regarding various grammatical and formatting updates. Discussion ensued regarding scheduling interviews for candidates and adjustments to the timeline. Discussion ensued regarding including a request for consultation with Norwich Public Utilities.

Mark Kulos made a motion to accept the draft RFP for the Conceptual Design & Architectural Design Services as prepared by CSG, with submitted corrections and subject to review by City Purchasing Agent Bob Castronova and corporation counsel. Gregory Carabine seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

IV. Invoices for approval:

- **CSG Invoice #01_1393:** Sheila Hayes made a motion to approve the revised CSG Invoice #01_1393 for \$16,169.95 for Professional Services Rendered for March 1, 2023 - March 31, 2023 in regards to the Greenville Elementary School. Gregory Carabine seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

- **CSG Invoice #1_1392:** Sheila Hayes made a motion to approve the revised CSG Invoice #1_1392 for \$15,879.33 for Professional Services Rendered for March 1, 2023 - March 31, 2023 in regards to the Stanton Elementary School. Alderwoman Stacy Gould seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

V. Adjournment: Sheila Hayes made a motion to adjourn at 8:19 PM. Will Hull seconded. The chairman called the roll of members present and all were in favor. The motion passed unanimously.

Respectfully Submitted, Katherine Rose

DRAFT

Conceptual Design RFQ Comments

2.	Table of Contents title for section 4 and title in body do not match, Currently: Table: Project Description and Scope of Services Body: Project Description
3.	Table of Contents Exhibit "A" does not match title in body: Table: Exhibit A: Qualifying Experience Body: Exhibit A: List of Qualifying Porjects
4.	Legal Notice: 1 st para., 2 nd sentence: delete "here".
5.	Legal Notice: 2nd para., 1st sentence: should "preparation conceptual design" be "preparation of".
6.	Legal Notice: 2nd para., 5 th line, should "K-12" be "K-8" and should pre-K be reflected?
7.	Legal Notice: Why is the last paragraph in the Legal Notice where it is? If anything it sounds like it should be the first paragraph of the Legal Notice or in belongs in some general paragraph after the Table of Contents which currently does not exist.
8.	We interchange RFQ/P and RFP in the document, we should pick one?
10.	Proposal Requirements: Title of Exhibit "A" on page 5 does not match title of Exhibit A on page 15, <u>List of Qualifying Experience vs List of Qualifying Experience</u> .
10.a	Proposal Requirements: Exhibit A: 3 rd line states "Pre-referendum schematic design". Is this supposed to be "pre-referendum" and should it not be "conceptual design"?
11.	Proposals Requirements: Exhibits B and C – Cost Proposal: end of sentences states (the "Fee Proposal Form"). Are we referring to the "Task/Phase" table?
12.	Selection Process: Move the 2 nd sentence of first paragraph after "Qualification and Fee Proposal Evaluation" and "Interviews".
14	Selection Process: 3 rd para, should "following approval and State grant applications" be "following approval of State grant applications".
15.	Selection Process: Last sentence of 3rd paragraph and last sentence of Selection Process seem to say the same thing.
17.	Project Rationale: 1 st para, 1 st sentence, 1 st line delete "Permanent" and 2 nd line delete "few".

Conceptual Design RFQ Comments

18.	Project Rationale: 1 st para, 2 nd line, after “of the overall school system” insert “to assess what is required to create parity in the experience of all students in the Norwich School System and” significant issues
19.	Project Rationale: 3 rd para, 1 st line delete “extremely”.
20.	Project Rationale: 3 rd para, 4 th line: Replace “would exceed the cost to re-build” with “made the building of”
21.	Project Rationale: 3 rd para, 5 th line: after enrollment insert “ , create parity for all students”.
22.	Project Rationale: 3 rd para, 6 th line: add “replace or” before renovate.
23.	Project Rationale: Delete the 4 th paragraph. This paragraph does not add value.
24.	Project Rationale: List of bullets: 5 th bullet, change “Building” to “Build”.
25.	Project Rationale: Last bullet: Delete the sentence addressing Kelly.
26.	Project Rationale: 2 nd to last Para.: After the bullets, add an “s” to the last word, should be “projects”.
27.	Project Rationale: Last Para: 2 nd line, delete “assistance”.
28.	Scope of Services; Design Development Phase Deliverables: Para 8, Building Energy Requirements; [REDACTED] -Add a new para. d)The Design Team shall consult with and obtain the approval of the Manager of Norwich Public Utilities for the energy options proposed. [REDACTED]
29.	Exhibits B and C: Allowances: The first lines reflects items 11-15, where it appears it should reflect 8-15
30.	Exhibit “B”, pg 24 should be Exhibit “C”
31.	Need to do a spell check. For example: constructiondocuments is one word.