

**School Building Advisory Committee Minutes (DRAFT)**

**June 10, 2014**

Lincoln School Library

Present: Becky McFall (Co-chair), Doug Adams (Co-chair), Owen Beenhouwer, Vin Cannistraro, Maggy Pietropaolo, Peter Sugar, Gary Taylor, Ken Bassett, Buck Creel, Tim Christenfeld and Steven Perlmutter

Absent: Hathaway Russell

**1. Approval of minutes**

With a couple of minor revisions, the minutes of the June 3 meeting were approved.

**2. The RFQ Process.**

It was reported that the RFQ has been published and that 47 firms have requested a copy.

The Committee discussed the RFQ process and agreed on the following:

- June 17, 2014 from 6:45 p.m.-8:00 p.m. - The Committee's Designer Selection Committee ("DSC") will meet in the Hartwell Multi-Purpose Room to discuss the weighting and relative value of the criteria set forth in the RFQ, so that the list of firms that submit proposals on June 19, 2014 can be winnowed to three to five finalists.<sup>1</sup>
- June 19, 2014 – All responses to the RFQ are to be received by 2:00 p.m. Buck Creel will provide all members of the DSC with copies of the responses as promptly as is reasonable so that the members of the DSC have an adequate amount of time to review the responses in advance of the DSC's June 23, 2014 meeting.
- June 23, 2014 at 7:00 p.m. – The DSC will meet in the Hartwell Multi-Purpose Room for the purpose of identifying the three to five finalists that it will present to the Committee for consideration at its meeting on June 25, 2014 at 7:00 p.m. in the Hartwell Multi-Purpose Room. The number three to five is not absolute. If the DSC concludes that there are not three to five responses which meet its criteria for the project, it may recommend a lesser number of finalists or no finalists. The recommended finalists are to be identified, not ranked. Buck Creel will promptly circulate to other members of the Committee (i.e. those not on the DSC) the proposals of the recommended finalists, so that these members have the opportunity to review these proposals in advance of the Committee's meeting on June 25 at 7:00 p.m. in the Hartwell Multi-Purpose Room.
- June 25, 2014 at 7:00 p.m. – The Committee will meet in the Hartwell Multi-Purpose Room for the purpose of hearing and discussing the DSC's recommended finalists. The discussion is to include a review of the DSC's

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<sup>1</sup> The SBAC II meeting for that evening will commence at 8:00 p.m. in the Hartwell Multi-Purpose Room.

process for arriving at its recommendations and the reasons for the DSC's recommendations. The Committee will then decide which, if any, of the DSC's recommendations should be adopted.<sup>2</sup>

- June 27, 2014 – The Briefing of the finalists will occur. This will include, but not necessarily be limited to, Becky McFall giving a presentation of the educational goals of the building project, Steven Perlmutter giving a presentation on the SBAC I process and recommendations, Doug Adams giving a presentation on what can be learned and taken from the previous professional studies of a possible school building project and Jennifer Glass providing a presentation of the Town's process for considering a school building project and the need for community input.
- July 11, 2014 – Deadline for finalists to submit proposals.
- July 14 -July 15, 2014 – Interviews of finalists by the Committee and raking of same by the Committee.
- July 16, 2014 - Request for fee proposal.
- July 21, 2014 - Negotiate fee
- July 23, 2014 - School Committee approves award & NTP.

### **3. The Components of a School Building Project**

There was a discussion about the components of a school building project. In addition to the components identified in the SBAC I report, some members of the Committee expressed the belief that there may be other components which should be considered at the stage of getting cost estimates for the different potential components of any project. These members believe that obtaining such additional cost estimates will provide the Committee and the Town with information that may be helpful in identifying a proper school building project.

The additional components appeared to fall into two categories. One category would account for a more detailed level of specification for the components identified in the SBAC I recommendations. For example, if a sprinkler system is to be included in a project, would the replacement of ceiling tiles be necessary? The Committee generally felt that this level of specification should be left to the consultant hired by the School Committee because the Committee does not have the expertise to make these types of recommendations at this level of detail. The second category would account for components not included in the SBAC I report which the School Committee believes are important.

The Committee agreed that if any members believe any components (of whatever nature), which are not identified in the SBAC I report, should be the subject of costs estimates by the consultant, they should write them down on a piece of paper and bring that list to the meeting on June 17 at 8:00 p.m. This will help create a master list, which will permit the Committee to focus its discussion on this issue.

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<sup>2</sup> Please note that the SBAC II meeting this week will not be on Tuesday June 24. It will be on Wednesday June 25 at 7:00 p.m. in the Hartwell Multi-Purpose Room.

The Committee agreed that whatever list of components is given to the consultant, it should not restrict the consultant's work on the components of any school building project, since the Committee does not want to impede the creativity of the consultant within its budgetary constraints.

The Committee discussed its need to manage the consultant to make sure it stays within the \$200,000 budget set forth in the RFQ.

**4. Next Meeting**

The next meeting of the full Committee will be on June 17, 2014 at 8:00 p.m. in the Hartwell Multi-Purpose Room. It directly follows the meeting of the DSC which will begin at 6:45 p.m. in the same location.

**5. Adjournment**

There was a motion for adjournment. It was seconded and approved unanimously. The meeting was adjourned at about 9:30 p.m.