

Voluntown Public Schools  
Voluntown, Connecticut  
October 5, 2014

**To: Members of the Building Committee for the VES Roof Project**

Barbara Gileau (Chair)  
Paul Ricard

Art Ivanick  
Jo-Anne Weir

Ron Millovitsch

From: Adam S. Burrows - Superintendent of Schools

**Re: Building Committee (Roof Project) Meeting on Wednesday, October 8, 2014 at 4:00PM  
in the Board of Education meeting room**

===== Agenda =====

1. Call to order/roll call
2. Citizens Comments
3. Review and approval of 9-3-14 Minutes (see attached)
4. Summary of RFQ meeting held September 24, 2014 at 10AM (Six participants)
5. RFP documents received on 10-8-14 and list of proposals opened at 2:00PM
6. Review of the interviewing criteria and creation of a schedule for selecting an architect
7. Selection of companies to be interviewed
8. Roof update by Paul Ricard
9. Other
10. Suggestions for the next meeting
11. Adjournment

**Public Comment Disclaimer**

*The Building Committee welcomes public participation and asks that speakers please limit their comments to five minutes. Speakers may offer objective comments that concern them. To protect impartiality the Building Committee will not respond to comments made during public comment, except to clarify issues. When appropriate, district administration will follow-up at a later point in time.*

*If seeking State aid, the Board is required to engage in a public selection process that requires the Town, through the Committee, to outline the qualifying criteria for the Project, including scope of the work, budget, schedule, organizational structure of the Project team, past performance of the company, oversight capabilities and experience with similar projects. Conn. Gen. Stat. Ann. § 10-287(b)(2). Then, upon receipt of qualifications from companies, the Committee must limit the selection pool to only those qualified before requesting proposals and fees. Id. From the limited group of qualified proposers who have submitted project proposals, the Committee then determines the "most responsible qualified proposer." Id. This determination is based on the qualifications provided in the initial public request. Id. There is no requirement regarding how many proposals the Committee must review, only that it must publicly solicit proposals and limit final selection to no more than the four most qualified proposers.*