

Minutes of the Building Committee (Roof Project) Meeting on Wednesday, September 3, 2014 at 4:00PM in the Board of Education meeting room. Members of the Building Committee:

*Art Ivanick
Paul Ricard*

*Barbara Gileau (Chair)
Jo-Anne Weir*

Ron Millovitsch (absent)

*Adam S. Burrows - Superintendent of Schools
Mike Bourdeau – TREMCO*

Visitors: Jake Cady and Matthew Foster

Barbara Gileau called the meeting to all order at 4:08PM and there were no citizen comments.

Review Conn. Gen. Stat. Ann. § 10-287(b)(2) for securing a Request for Qualifications (RFQ) for Architectural services, environmental and engineering specifications and other documentation as necessary is listed below. Adam Burrows distributed a “draft” of an RFQ advertisement to be submitted to area newspapers and posting on our website. A mandatory meeting will be held for interested companies on Wednesday, September 24, 2014 at 10:00AM in the Board of Education meeting room and a walkthrough on the roof will follow. The RFQ letters are due at 2:00PM on October 8, 2014. Art Ivanick made the motion to approve the RFQ as amended. Paul Ricard made the second for the motion. The motion passed unanimously.

Mike Boudreau from TREMCO, our roofing inspection company, reviewed a comprehensive analysis that was completed regarding the status of the roof. This will be posted on our school website for architectural companies to access to develop proposals.

An RFQ was edited and the following will be available to architects for access to our expectations.

VENDOR QUALIFICATIONS: Minimum Requirements, Evaluation Criteria, and Resumes.

SCOPE OF SERVICES: Preliminary Design, Final Phase, Bidding Phase, and Construction/Administration Phase.

PRESENTATION OF PROPOSAL and SELECTION/FEE:

Paul Ricard made the motion to approve the RFP as edited. Art Ivanick made the second for the motion. The motion passed unanimously.

Our next building meeting is scheduled for Wednesday, October 8, 2014 at 4:00PM

Future meeting dates of the Building Committee will be scheduled as needed.

Jo-Anne Weir made the motion to adjourn and the second was made by Art Ivanick. The motion passed and the meeting adjourned at 5:03PM.

Respectfully submitted by Adam S. Burrows

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. From the limited group of qualified proposers who have submitted project proposals, the Committee then determines the “most responsible qualified proposer.” This determination is based on the qualifications provided in the initial public request. 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.

APPROVED BY THE BLD COMMITTEE OCT 8, 2014

LEGAL NOTICE

The Town of Voluntown is accepting Letters of Qualification for:

RFQ – Design Professionals for Roof Replacement on Voluntown Elementary School

Letters of Qualification will be accepted at the Office of the Superintendent of Schools, 195 Main Street, Voluntown, CT 06384, until 2:00PM EST on October 8, 2014.

The project is a 62,570 Sq Ft roof replacement at Voluntown Elementary School, 195 Main Street, Voluntown. The existing roof, which is a combination of asphalt shingle and modified bitumen, has a history of systemic failures that need to be addressed as part of this project.

The Design Professional must have demonstrated extensive experience in all facets of roof replacement, including – but not limited to – bid documents and construction oversight. In addition, the Design Professional must have completed at least ten (10) roofing projects in the last ten (10) years. Work in an occupied school required. Familiarity with the CT Bureau of School Facilities is required as well as experience in Connecticut School Systems.

Those firms who feel they are qualified to perform the required services on the above projects are encouraged to submit a proposal, together with general information on the firm, the firm's brochure, along with a resume of key personnel who will be in charge of the project and who will be directly responsible for the daily activities in the various fields of expertise required to accomplish this project.

Six (6) copies of Letter of Qualification must be submitted.

The firm must meet all municipal, state, and federal affirmative action and equal employment opportunity practices.

Minority-owned consulting firms are invited to submit their qualifications independently or as a joint venture with other consultants for the entire assignment.

Additionally, all interested firms shall submit a detailed statement indicating the organizational structure under which the firm proposes to conduct business. Proposed sub-consultants, sub-contractors, joint ventures, etc, should be clearly identified. The relationship of any "parent" firm with any of the parties concerned must be clearly defined. The Building Committee will then select the top qualified candidates for an interview.

Any additional information can be found in the Building Committee section on the Voluntown Public Schools website at www.voluntownct.org.

A mandatory meeting will be held on Wednesday, September 24, 2014 at 10:00AM in the central office, followed by a tour of the roof.

Adam S. Burrows
Superintendent of Schools
195 Main Street
PO Box 129
Voluntown, CT 06384
Dated: September 8, 2014