

School Building Advisory Committee

July 1, 2014

Hartwell Multipurpose Room

Present: Doug Adams, Ken Bassett, Owen Beenhouwer, Vin Cannistraro, Buck Creel, Becky McFall, Steve Perlmutter, Maggy Pietropaolo, Peter Sugar, Gary Taylor

Absent: Tim Christenfeld, Hathaway Russell

1. Discussion of reference checks

Members of the committee agreed that Buck Creel will carry out the reference checks for the four firms selected as finalists through the “Designer” RFQ process. Discussion of the substance and process of reference checks was carried out. There was agreement that the checks should focus on a) schematic design b) school campus planning c) community outreach. The committee also agreed that reference checks should aim to gather information about the lead/point person and how they carried out the work and process; whether the firm improved community consensus through the process as a result of their efforts. Sample questions: Was there an outreach component to your project? How did they impact these efforts? How active were they interacting with the public? Did they improve community consensus through the process?

Members of the committee with connections in the field were encouraged to reach out to their contacts for additional reference information that may be helpful to the committee.

2. Discussion of interviews and questions

Interviews will take place on the evenings of July 14 and 15. Two firms will be interviewed each evening. The first interview will take place at 7pm and the second interview will take place at 8:15.

Interviews will consist of a 10 minute presentation made by the consultant’s team of no more than 4 people. Following the presentation, members of the SBAC will ask a set of questions to the team. Each team will be asked a set of questions but given the availability of time, follow up questions may be asked. Up to 50 minutes will be spent on the question segment of the interview. The SBAC will debrief following the interviews.

Draft interview questions were reviewed. Recommendations for omission and additions were made as well as refinements to the wording of selected questions. Becky McFall will take the recommendations and create a second draft of interview questions to be sent to the committee by the end of the week and reviewed and finalized at the July 8th SBAC meeting.

Discussion of questions focused on key objectives of the interviews in determining the firm’s ability to carry out the intended process of developing multiple project scopes with cost estimates and their ability to develop and carry out a strong public process with the SBAC.

3. Approval of June 25, 2014 Minutes

Doug Adams moved and Ken Bassett seconded a motion to approve the minutes for the meeting of June 25, 2014, with two revisions. The motion passed unanimously.

Becky McFall moved and Owen Beenhouwer seconded a motion to adjourn the meeting at 9:25pm. The motion approved unanimously.

Respectfully submitted by Becky McFall